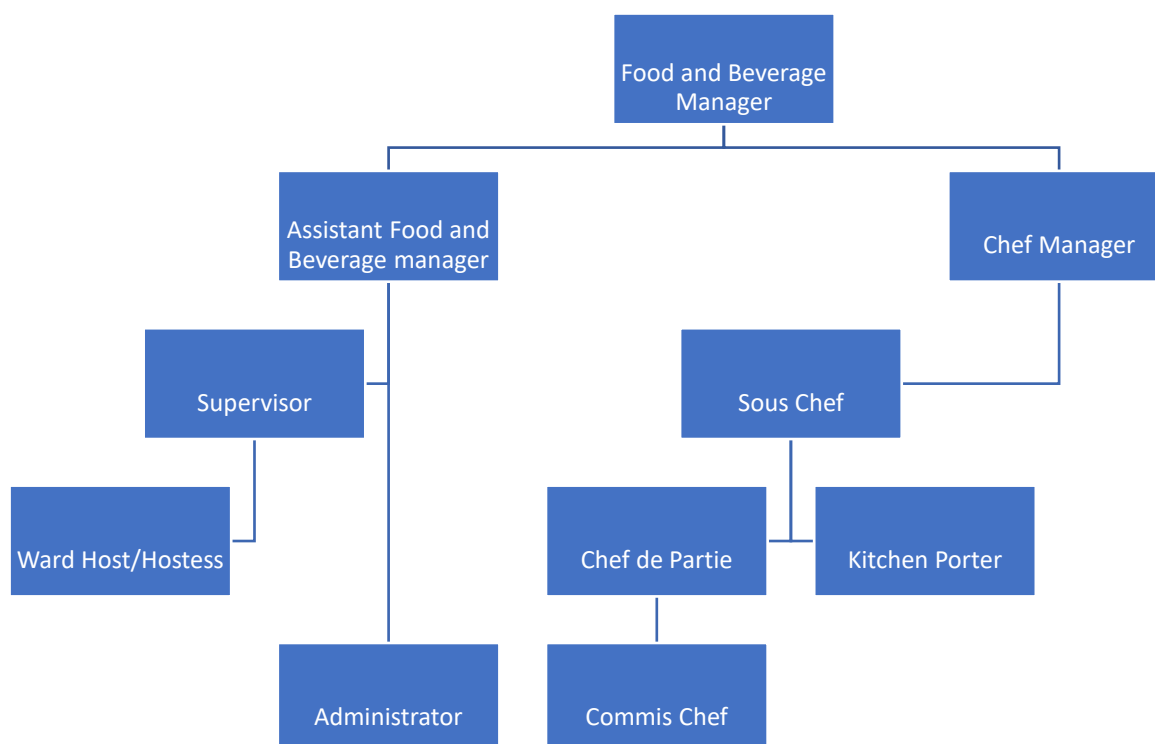


JOB DESCRIPTION

Position Title	Chef de partie	Department	Catering
Generic Job Title	Chef de partie	Segment	Healthcare
Team Band	Frontline Staff	Location	Nuffield Parkside
Reports to	Food & Beverage Manager	Office / Unit name	Sodexo Nuffield Parkside

ORGANISATION STRUCTURE



Job Purpose

- To assist operations at the site to the levels laid out in the Service Level Agreement and within the Schedules of the Contractual Terms and Conditions agreed with respective clients.
- To assist with the preparation of all foods required for patient, staff and visitor food services.
- To ensure that all foods are always produced in a safe and hygienic manner.
- You will work alongside the Chefs assisting with relevant administration duties.
- To report directly to the F&B Manager

Accountabilities or “what you have to do”

- Ensure stock control and rotation procedures are maintained
- To complete and record all necessary temperature checks of all foods and equipment, in line with our assured safe catering system. Reporting any problems
- Complete all audit and quality standards documentation as required
- To ensure that all foods are prepared according to standard recipes and production schedules
- Assist with the production of all foods necessary for the provision of patients, visitors and staff food services throughout Nuffield hospitals.
- Prepare any special diets for staff and patients as requested by the Nuffield site’s nominated client.
- To adhere to all legislation, Client, and Company policy in the provision of patient meal service.
- To assist in the preparation of all meal services at the required times to the company’s standard and the client’s satisfaction.
- To prepare meals, when necessary, salads etc. as directed, using the ‘Food Standards’ package as a minimum standard.
- To assist the management when required with planning menu’s, rota’s, orders receiving, checking, and storing deliveries as requested
- To assist in the service of meals where necessary
- To always maintain a high standard of hygiene and cleanliness in the food preparation and service areas paying attention to the Health and Safety regulations
- To deputise in the Sous Chef’s or Head Chef absence
- To assist in stocktaking and to ensure the security of stores during all working hours.
- To keep all working areas and surfaces clean and tidy as is practicable at all times especially at the end of the day/shift.
- To ensure the correct storage/disposal of all food and non-food items
- To assist in the training of staff and the supervision of standards
- To ensure the security of all the establishment’s provisions, equipment and utensils at all times
- Wash up crockery, cutlery and equipment used in the provision of meal services within the kitchen where necessary as well as using the automated dishwashing equipment
- To carry out any reasonable request made by the Hospital/Catering management team.
- To ensure the immediate reporting to the Catering Manager of any incidents such as accidents, fire, theft, loss, damage or other irregularities and take such action as may be recommended as a result of investigation of these incidents
- To provide general assistance throughout the catering department as required
- To be friendly and approachable when communicating
- Demonstrates an organized and effective, approach to all tasks
- Uses resources (e.g. stock, equipment, time) with minimum wastage
- Carries out duties safely, with as little disruption to others as possible
- Makes full and proper use of any protective or safety equipment provided
- Conduct meal services by attractively presenting meals adhering to any specific requested portion sizes.
- Ensuring accurate portion control whilst maintaining attractive presentation of food at the point of service.
- You must always be aware of relevant deadlines within the unit and ensure all possible steps are taken to meet these deadlines.
- Instruct relief staff in procedures when they are covering duties
- At times you may be required to go and work in other catering areas to assist with the cover of annual leave and sickness
- At times post holders may be required to carry out reasonable additional duties connected to their employment, as directed by their supervisor or line manager.
- This is not a comprehensive list of your duties as a chef de partie but is a broad overlay of your expected duties and responsibilities.

Contextual & Other Information:

Training

The postholder will participate in the required company and client training.

Conduct

Staff must always conduct themselves in a professional manner and be aware of patients' dignity and privacy when it comes to their personal information. All catering staff will be mindful to give assistance and wherever possible to help with any queries raised by patients and visitors. To serve Patients and Visitors politely and efficiently. Staff must communicate calmly, politely, and tactfully with customers at all times. Postholder must present a positive and professional image of the organisation

Quality

Sodexo is committed to providing patient customer care of the highest quality and promotes this through the customer care training of their staff.

Confidentiality

During the course of his/her duties the post holder may have access to confidential information which must not be divulged to any unauthorised person or any relative at any time.

Health and Safety

Staff must take care of their own safety and others who may be affected by their actions or omissions. Health and Safety in the workplace is two-way; managers must make sure their employees work in a safe environment and employees have an obligation to report any Health and Safety concerns to management. The workforce must ensure that all equipment or personal protective equipment provided is used in the appropriate manner.

- Take care of your own safety and safety of others who may be affected by your actions or omissions.
- Adhere to Sodexo and department of health and safety policies and use any equipment of personal protective equipment provided to ensure safety.
- Co-operate with management and supervisory team to maintain safe systems and safe workplaces.
- Report any near misses and accidents/incidents or ill health, failings in premises equipment or personal protective equipment.
- Do not interfere with any equipment provided to ensure Health and Safety or carry out tasks or repairs beyond your competence.

Communication and Relationships:

- The post holder will be in contact with colleagues, service users and the duty supervisor on a regular basis
- Catering staff will be expected to coach new staff on performing tasks further to the initial training carried out by the Supervisor/ manager.
- To respect and support people's equality and diversity.
- To be flexible in assisting in the department and other areas of the contract in response to the business and customer needs

Governance

The post holder will operate at all times to high standards of probity. This will include: -

- Complying with Health & Safety Regulations and COSHH.
- Complying fully with all policies and procedures in line with Trust policies and procedures.
- Complying with all current Hygiene Regulations.
- Complying with the General Data Protection Regulations (GDPR)

Key Performance Indicators (KPIs) or “What it will look like when you are doing the job well”

- Safeguard Audit Green
- E.H.O. audit 5 Stars
- Maintaining Waste reduction Policy
- Patient Satisfaction Survey returns above 92%
- Acceptable stock levels/consumption
- All internal/client audits achieve pass rating
- All necessary documentation completed and filed
- Helping to Increase and maintain revenue in staff restaurant
- Client satisfaction
- Building and Maintaining an excellent rapport with colleagues and staff
- Following GREAT training programme

Skills, Knowledge and Experience

Essential

- Previous experience in similar role
- Excellent craft and presentation skills
- Good communication skills and customer focus
- Good financial awareness
- City & Guilds 706/ 1 & 2 or equivalent
- Level 2 Hygiene Certificate

Desirable

- Level 3 Hygiene Certificate
- IOSH managing safely
- Diet cook’s certificate

Contextual or other information

- During the course of his/her duties the post holder may have access to private and confidential information which must not be divulged to any unauthorised person or relative at any time.
- The post holder has a responsibility to comply with the rules of the Nuffield Hospital as well as ensuring that any employees under their supervision equally comply
- This job description is intended to give the post holder an appreciation of the role envisaged and the range of duties and responsibilities to be undertaken. It does not attempt to detail every activity. Specific tasks and objectives will be agreed with the post holder at regular intervals. The post holder will be required at all times to perform any other reasonable task, as requested by the Line Manager in order to meet the operational needs of the business

Job Description Agreement

Job Holder’s Signature Date

Line Manager’s Signature Date.....

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Document owner	Karolina Marchelska		