

Job Description:

Chef De Partie

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| Function: | | | | Independent Schools | | | | | | | | |
| Position: | | | | Chef De Partie | | | | | | | | |
| Job holder: | | | | TBC | | | | | | | | |
| Date (in job since): | | | | TBC | | | | | | | | |
| Immediate manager | | | | Head Chef | | | | | | | | |
| Additional reporting line to: | | | | Catering Manager | | | | | | | | |
| Position location: | | | | Clifton College - Bristol | | | | | | | | |
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| 1. Purpose of the Job | | | | | | | | | | | | |
| * Assisting with the daily running of the college catering department * To conform to the Food Safety and Health and Safety standards across the business | | | | | | | | | | | | |
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| ~~2. Dimensions – Point out the main figures / indicators to give some insight on the “volumes” managed by the position and/or the activity of the Department.~~ | | | | | | | | | | | | |
| ~~Revenue FY19:~~ | ~~£tbc~~ | | ~~EBIT growth:~~ | | ~~tbc~~ | ~~Growth type:~~ | ~~n/a~~ | ~~Outsourcing rate:~~ | ~~n/a~~ | ~~Region Workforce~~ | ~~tbc~~ | |
| ~~EBIT margin:~~ | | ~~tbc~~ |
| ~~Net income growth:~~ | | ~~tbc~~ | ~~Outsourcing growth rate:~~ | ~~n/a~~ | ~~HR in Region~~ | ~~tbc~~ | |
| Cash conversion: | | tbc |
| Characteristics | |  | | | | | | | | | | |

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| 3. Organisation chart – Indicate schematically the position of the job within the organisation. It is sufficient to indicate one hierarchical level above (including possible functional boss) and, if applicable, one below the position. In the horizontal direction, the other jobs reporting to the same superior should be indicated. |
| Account Director  Catering Manager    Head Chef    Senior Sous Chef  Chef De Partie |

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| **4. Context and main issues** |
| * To prepare and drive the delivery of the meals to the pupils by enhancing the pupil experience in order to meet both client and company expectations whilst maintaining strict budgetary control in line with client and Sodexo expectations. * To ensure that all statutory and company regulations and policies relating to Allergens, allergen labels, food hygiene, health, safety and fire are enforced, recorded and maintained at all times and resulting in Green Safeguard audit. * Actively innovate in terms of food presentation and engage in partnered curriculum based food activity, such as Discovery Tables, Classroom Tastings. |

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| 5. Main assignments |
| 1. *Comply with all company and statutory regulations relating to Health and safety, safe working practices, hygiene, cleanliness, fire and COSHH. This will include awareness of any specific hazards in the work place.* 2. *Assist in the preparation, production, presentation and service of all meals ensure they are served at the correct times, within the company’s standards and to the agreed specification of the contract.* 3. *Ensure that the control of raw materials and portions are to the company’s standards and to ensure food is served at the correct temperature* 4. *Assist the head chef when required in planning menus and orders* 5. *Receive and check in goods against invoice for quality* 6. *Ensure that all goods are quickly and correctly stored away on rotation system following the rule ‘first in first out’ and comply with health and safety regulations.* 7. *Assist in the service of meals as required.* 8. *Maintain a high standard of hygiene and cleanliness in the food preparation and food service area at all times.* 9. *Keep all work areas and surfaces clean and tidy at all times. Assist with routine cleaning schedules as required.* 10. *Ensure high standards of personal performance, hygiene, appearance and cleanliness at all times.* 11. *Communicate well and demonstrate a pleasant, polite, efficient, caring and friendly service to our customers and clients in all areas of service, which Sodexo provide.* 12. *Participate in any necessary training and team meetings as required to complete job responsibilities to the company’s and client’s standards.* 13. *Work as a team to promote harmonious working relationships within the Sodexo team* 14. *Assist at any special ad-hoc functions, some of which may occur outside working hours.* 15. *Report immediately any incidents of accident, fire, theft, loss, damage, unfit food, or other irregularities and take such action as may be appropriate.* 16. *Comply with all Sodexo Company policies/procedures and client site rules and regulations.*   ***IRREGULAR DUTIES:***   1. *To assist as required at special functions some of which may occur outside of regular hours, for which you will be paid overtime* 2. *To report any complaints and take action where possible* 3. *To report any incident of accident, fire, theft, loss damage and take action as may be appropriate or possible.* 4. *To attend meetings and courses as required.* |

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| 6. Accountabilities |
| * To control and monitor the financial performance of the unit and to maintain costs within pre-budgeted targets. * To ensure that the Company's accountancy, documentation and administration procedures are carried out to the laid down standard and that the necessary weekly returns are completed accurately and sent to the appointed office on time. This may be electronically, paper-based, or both, as instructed. * To understand and maintain the standards and integrity of the service offer and Service Level Agreement at all times. To carry out a daily service review and perform activities detailed in the service offer manual under Key Performance Indicators to the frequency and level required * To establish and maintain satisfactory relationships with individuals at all levels within the Company and the Client organization. * To implement and maintain the Statutory and Company standards of policies food hygiene, health and safety and take any action as is necessary to ensure full compliance |

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| 7. Person Specification |
| * 1 - 2 years Chef de Partie experience * Commis Chef that is looking for a new challenge will be considered. * Strong level of literacy and numeracy * Enhanced DBS Clearance * 706/2 or NVQ2 chef qualification, or equivalent * Previous catering experience and a Great Passion for Food and Team Engagement * Excellent interpersonal skills and ability to communicate effectively with customers, clients, and staff at all levels * Intermediate Food Hygiene Certificate * Good time management and organizational skills * Ability to work well under pressure * Computer literacy * Ability to achieve and set standards and operate to performance criteria, with particular regard to hygiene * Positive approach to learning in role and identifying own training needs as appropriate * Self-motivated, sense of own initiative and the ability to meet target deadlines as set by the Account Manager * Ability to work effectively as part of and in the development of a team with a flexible approach to role and to successfully implement change   **Desirable**   * 706/3 or NVQ3 chef hospitality qualification, or equivalent * Previous experience of catering management and employee engagement * Experience of managing and developing a team in an educational establishment * Experience of managing budgets |

**EXAMPLE**

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| 8. Competencies |
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| 9. Management Approval |
| |  |  |  |  | | --- | --- | --- | --- | | Version | 1 | Date | 4.1.19 | | Document Owner | David Creighton | | | |

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| 10. Employee Approval |
| |  |  |  |  | | --- | --- | --- | --- | | Employee Name |  | Date |  | |