**EXPERTISE**

Job description

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| Function: | CATERING DEPARTMENT |
| Position: | Chef de partie |
| Job holder: | Signature: |
| Date (in job since): |  |
| Immediate manager: | Catering Supervisor |
| Additional reporting line to: | General Services Manager |
| Position location: | BAE Systems - Washington |

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| 1. Purpose of the Job |
| To be a key support to the Head Chef in providing good quality food to the required standard at the correct times and so maintaining the Company’s reputation |

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| 2. Organization chart |
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| 3. Main assignments – Indicate the main activities / duties to be conducted in the job. |
| * To produce menu items on a daily basis to the required standard for the correct numbers at the appropriate times * To ensure the food produced is done so within Sodexo guidelines and recorded accurately * To ensure customers are given prompt and efficient attention during service * To ensure wastage sheets are completed per service each day * To ensure the kitchen and all related areas are kept to the required level of hygiene with all appropriate   daily documentation completed   * To ensure all orders are placed with the nominated supplier * To assist the Catering Supervisor with any buffets / functions that may arise, some of which may occur outside normal working hours * To support the Catering Supervisor in stock taking as required and any other related administrative * duties * To report any customer incidents / comments to the Catering Supervisor as a matter of urgency and support in the completion of appropriate documentation * To attend any training courses and meetings as requested and support training to the junior members of the Catering Team * To liaise closely with the Front of House team on a daily basis * To carry out any reasonable request from any member of the management team * To be proud of the contribution their role plays in the smooth running of the catering department |

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| 4. Accountabilities – Give the 3 to 5 key outputs of the position vis-à-vis the organization; they should focus on end results, not duties or activities. |
| * To ensure all food produced in their section adheres to Sodexo standards * To ensure all food produced within their section achieves the required service times. |
| 5. Person Specification – Indicate the skills, knowledge and experience that the job holder should require to conduct the role effectively |
| * 706 1 & 2 or equivalent essential * 2 years previous craft experience or similar * Ability to communicate orally and in writing to an excellent standard * Ability to complete maths to a reasonable standard * Exhibits characteristics of Service Spirit, Team Spirit and Spirit of Progress * Good interpersonal skills enabling good relations with customers, Clients and colleagues * Willingness to receive, understand and implement Sodexo and Client training * Ability to work as a team player * Ability to organise oneself and prioritise tasks and work alone * Copes well under pressure * Identifies and communicates potential problems to Catering Supervisor * Smart, clean appearance with a strong emphasis on personal hygiene * Displays a passion for food and customer service |
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