



## JOB DESCRIPTION

<b>Job Title:</b>	Senior Chef de Partie
<b>Responsible To:</b>	Head Chef via the Sous Chefs and Senior Sous Chef
<b>Place of Work:</b>	Christ's College, Cambridge and all property owned by the College in and around Cambridge
<b>Salary Range:</b>	Spine Point 35 on the University's single salary spine chart
<b>Hours:</b>	Average of 36.5 hours per week. The kitchen staff work a rota system which includes working evenings and weekends.
<b>Holidays:</b>	33 days annual leave (including public holidays)
<b>Pension Scheme:</b>	The College offers membership of a contributory pension scheme. Subject to your age and earnings level, you may be eligible for auto-enrolment into the scheme and you have the right to opt in at any time.

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### Job Summary

The Senior Chef de Partie will work as part of the busy kitchen team, providing a full catering service to the College.

### Key Responsibilities

- Run a section of the kitchen, taking responsibility for the workload, keeping up standards and organizing ordering for the section with the help of the storekeeper.
- In the Sous Chef's absence, ensure the ingredients are available and communicate with the storekeeper to ensure sufficient stocks are available.
- Produce and present dishes of a high standard which meets the expectations of the Head Chef and the Executive Head Chef.
- Ensure Chef De Parties are being monitored and advised on best practice.
- Head up a section as required and support the Sous Chefs.
- Motivate and mentor more junior chefs.
- Be aware of food allergens and the appropriate measures to deal with these.

- Liaise effectively with other staff on the team, and those from other College departments.
- Liaise effectively with external customers and with service providers.
- Assist in the receiving and storing of goods inward.
- Be aware of the correct storage and rotation methods for food and to work correctly within the guidelines for this.
- Be commercially minded and work within budget constraints.
- Work to and maintain the highest standards of hygiene and food safety.
- Complete and maintain cleaning records and raise any matter of concern to the Head Chef and Executive Head Chef.

The above is not an exhaustive list of duties. The post-holder may be asked to take on different tasks as required, and all employees are expected to work collaboratively to support the overall work of the College.

### **General Responsibilities**

- To take part in the College's appraisal scheme and to undertake training as required.
- To be responsible for your own health and safety in the workplace.
- To fully comply with all the College's policies including equality of opportunity and data protection.
- To undertake any other reasonable request or duties commensurate with your post.

## PERSON SPECIFICATION

Criteria	Essential	Desirable
Education/ Qualifications	<ul style="list-style-type: none"> <li>○ City &amp; Guilds 706/1 and 706/2 or</li> <li>○ NVQ 1, 2 and 3</li> <li>○ Basic food hygiene certificate</li> </ul>	<ul style="list-style-type: none"> <li>○ Level 2 Safety Awareness certificate</li> <li>○ Intermediate food hygiene certificate</li> <li>○</li> </ul>
Experience	<ul style="list-style-type: none"> <li>○ Experience working in a busy kitchen or catering environment</li> <li>○ Significant experience of working in a team</li> </ul>	<ul style="list-style-type: none"> <li>○ Knowledge of COSHH in a similar environment</li> </ul>
Abilities and Skills	<ul style="list-style-type: none"> <li>○ Ability to achieve and maintain high levels of service and hygiene</li> <li>○ Ability to work under pressure</li> <li>○ Accuracy and attention to detail</li> <li>○ Excellent customer service skills</li> <li>○ Ability to adopt a flexible and collaborative approach to tasks</li> </ul>	<ul style="list-style-type: none"> <li>○ Creative flair</li> </ul>
Personal attributes	<ul style="list-style-type: none"> <li>○ Highly organised and professional approach</li> <li>○ Smart appearance</li> <li>○ Honest, reliable and hard working</li> </ul>	

June 2024