

JOB DESCRIPTION

Job Title: Chef de Partie

Grade: Grade 2

Responsible to: Head Chef/Catering Services Manager/Sous Chef

Responsible for: General Assistants/Chef de Partie/Commis Chef/Kitchen Porters

Job Purpose:

To supervise the kitchen/catering/hospitality operation in a manner that encourages repeat usage by customers, able to multi-task and perform high standards of customer service, while ensuring the Kitchen area is kept running smoothly.

Main Duties and Responsibilities:

Food preparation:

1. To prepare and present food for the range of services including breakfast, sandwich and buffet lunches, main dishes, salads, plated dinners and private events. Starters, vegetarian meals and desserts.
2. To actively follow the food hygiene regulations ensuring food is adequately protected from contamination and to maintain temperature check records.
3. To maintain a high standard of cleanliness and hygiene of your work area and equipment plus other cleaning duties in and around the kitchen as allocation by the Second Chef.
4. Working with other members of the catering team to prepare buffets and beverages.
5. Delivery of internal catering around campus by trolley, tray and delivery vehicle, setting out deliveries as requested by client, some room/furniture configuration may be required.
6. Collection of equipment after the event.
7. To work with the catering dept/kitchen to best serve everyone's needs & within the scope of the catering dept/kitchen.

8. To work with the rest of the kitchen/catering team to ensure that a standard service is offered across the campus regardless of whether it is term or vacation time.
9. To assist with the set-up for large/VIP events.
10. To portion and present food; to prepare the counter/trolley/take away area etc for food service; to serve and clear the counter and liaise with customers.
11. To prepare and present sandwiches etc, prepare chilled foods, defrost and prepare frozen foods, prepare fruit.
12. To dishwash or handwash crockery, cutlery and associated tableware.
13. To use linen on tables, sideboards, trolleys, trays and salvers; to handle soiled and incoming linen; to store linen.
14. To follow opening and closing procedures and personally prepare food, beverage and perishable items for sale.

Finance

1. To maintain kitchen financial reporting systems and ensure that kitchen staff operate them accurately.
2. To produce weekly financial reports.
3. To prepare reports and summary information as required by the management
4. To cross check invoices against delivery notes.
5. Record all orders accordingly using Purchase Log
6. To use company systems and adhere to company cash and value handling procedures to record and protect company revenues, petty cash, banking and all other items of value including stock and disposables.
7. To carry out till reconciliations and report shortfalls or variances to centre management.
8. To monitor and recommend actions to increase spend per transaction, reporting actual or likely variances to senior management.

9. To record and monitor production/purchases versus waste and staff consumption and discounted sales.
10. Delivery of budgeted sales and gross profit for the kitchen as measured by controllable variances in excess of 3%.
11. To initiate creative promotional strategies for the catering offer.
12. To manage the stock control process for the catering supplies
13. To maintain appropriate stocks levels of catering and events supplies by taking into allowance the seasonal demand

General duties and responsibilities

1. To maintain a first class level of customer service ensuring that all customers are treated efficiently and in an appropriate manner.
2. To work within the relevant legislation, policies and procedures.
3. To participate in the Annual Performance Development Review Process.
4. To actively support equality and diversity policies of Falmouth Exeter Plus
5. To attend training courses as identified and agreed for appropriate development
6. Working within the Health and Safety at Work Act, the postholder has a legal duty to take reasonable care for Health and Safety both for themselves and others who may be affected by their actions. They are also required to undertake Health and Safety training commensurate with the level required by the post and to take part in risk assessment procedures and the implementation of agreed recommended work practices within the area.
7. Undertaking other duties not specifically stated which from time to time are necessary without altering the nature or level of responsibility
8. To work on shifts patterns, which may include mornings, afternoons and evenings, weekdays, weekends and Holidays
9. To assist team members to complete tasks on time, listen and respect other peoples' point of view, respond politely and promote a fair, non-discriminatory and equal working environment.

10. Take pride in own role through an enthusiastic and professional approach to tasks, welcome feedback and use it to plan ways of improving.

Other

1. Report any faulty, damaged equipment to Head Chef
2. To protect company equipment, cash, stock and property from theft, loss or avoidable damage.
3. Working week will be 5 days over 7, including early mornings, evenings, and weekends as required by the business.
4. To work shifts between all sites depending on season and to cover other departments as required.
5. To cover colleagues as and when required.
6. It is crucial to the success of the Institute that staff approach their roles in a flexible and resourceful way. The post holder may therefore be requested from time to time to undertake other appropriate duties not listed above but within overall scope of the role and in the best interests of FXplus.

PERSON SPECIFICATION

Post Title: Chef de Partie

Attributes	Essential Requirements	Desirable Requirements
Education / Qualifications	GCSE's in English and Maths	Basic Food hygiene certificate (or willing to obtain) First Aid Certificate (or willing to obtain)
Experience / Knowledge		Relevant experience working in a similar environment Knowledge of Health and Safety especially in the use of cleaning products
Skills / Personal Requirements	Excellent customer care Flexible attitude to working hours. Willingness to undertake new duties to support colleagues within the team. This is an active job that requires movement and periods of time on one's feet, therefore, a good standard of health is necessary. Flexible approach to hours and work	Driving Licence