

<b>Post:</b>	Chef De Partie
<b>Line Manager:</b>	Head Chef and Catering Manager
<b>Hours of Work:</b>	5 out of 7 days, 40 hours per week
<b>Salary:</b>	£24,292.80 per annum
<b>Start Date:</b>	As soon as statutory checks are complete
<b>Location</b>	Dean Close Foundation, Cheltenham, GL51

### **The Role**

To contribute to the achievement of the Foundation's catering business objectives through the provision of a comprehensive Catering Management Service. To assist in the provision of a professional food service to the pupils and staff at the school with responsibility for producing consistently high-quality meals and to ensure that the client's expectations are exceeded in every case.

### **Duties**

#### **Staff**

- To assist where instructed with the induction of new fellow employees.
- To comply with the instructions of your immediate supervisor.
- To report any incidents, accidents or potential accidents to your manager.
- To take control of the more senior chefs' position if required.

#### **Training**

- To undertake all training that may be required for the purpose of your employment.
- To comply with all Foundation training policies and procedures.
- To assist in the training of assistant chefs and general assistants.
- To carry out all basic in-house training for staff under your control, with the assistance of your manager where necessary.
- To undertake any child protection training required by the school.

#### **Food**

- To ensure that only company nominated suppliers are used.
- To ensure that all deliveries accepted are of the highest possible standard.
- To ensure that all food is prepared, cooked and presented to the highest possible standards, whilst adhering to all requirements and regulations as set out in the Company Food Hygiene and Health & Safety Manuals.
- Communicate effectively with other chefs in the kitchen to ensure smooth operations and that all dishes are prepared to order.
- Monitor stock levels within their section, ensuring the efficient use of ingredients and helping with ordering as needed.
- To ensure all food is ready for service at the times stated.
- To ensure all food is tasted prior to service and is to the highest possible standard.
- Constantly assess the quality of food being produced and ensure it meets the restaurant's high standards.
- That all food is appropriately garnished prior to service.
- To ensure that all functions are catered for to the highest possible standard.

### **Health, Safety & Hygiene**

- To ensure the Foundation standards for these areas are met in full.
- To assist in the implementation of the Foundation's policies and procedures, using the reference manuals provided.
- To assist in implementing and monitoring cleaning schedules and rotas ensuring the highest possible standards of hygiene and cleanliness are maintained.
- To comply with the standard of dress and ensure that correct pressed uniform is worn at all times while on duty; that includes shoes, hats and jewellery restrictions.

### **Administration**

- To record the daily production and wastage sheets and ensuring their correct submission if required
- To assist with the compilation of budgets for hospitality and events ensuring they are correctly costed and charged to the client if necessary.
- To work with the catering team in the production and costing of menus.
- To comply with the clean schedules and rotas ensuring the highest possible standards of hygiene and cleanliness are maintained and documented.
- To ensure that all food hygiene documentation is recorded checked and filed.
- To ensure all production & wastage records are kept up to date and are used in compiling future menus and ordering.
- To assist in the production and costing of menus for normal and special catering, as needed

### **Company Policies**

- To ensure that company policies and procedures are followed at all times by other staff and where applicable agency staff.
- To meet the many and varied demands of the host Client in relation to the catering service.
- To establish and maintain excellent working relationships with individuals at all levels within the Company and Client organisation.
- To report any potential accidents or incidents of fire, theft, loss, damage or unfit food.

### **Generally**

- To develop a good working relationship with the Client, Customers, School Governors and all other members of staff at the School.
- To develop a good working relationship with the Manager of any outside lettings for the School, ensuring best value for money is offered at all times.
- To assist in the written preparation, organisation and delivery of any special functions whether internal or external as required. Some of which may occur outside of normal working hours.
- To assist in the written preparation of menus for the Schools normal catering requirements.
- To report any suspected child protection issues to your manager or the school child protection officer.

### **Irregular Duties**

- To attend staff meetings whenever necessary.
- To attend and/or assist with training sessions whenever necessary, either on or off site.
- To report any customer complaints or comments and take action, if at all possible, to satisfy the customer.
- To participate (on occasions) with the preparation of Sales documents.
- Any other reasonable request from the Client or a Company Director.

### **Person Specification**

- Previous experience as a Commis Chef, Demi Chef de Partie, or similar roles
- Strong knowledge of kitchen procedures, including preparation, cooking, and presentation
- Be loyal, honest, trustworthy and reliable
- Enthusiastic, highly motivated and well-organised
- Confident, proactive with a helpful and flexible approach
- Able to demonstrate initiative and creativity
- Ability to work well in a team and alone, with minimum supervision, maintaining a professional and enthusiastic approach
- Ability to communicate effectively with all colleagues
- Strong desire to improve knowledge

### **Terms and Conditions**

- 25 days annual leave and the usual 8 days Bank Holidays. Three/Four days holidays must be retained for the period between Christmas and New Year.
- Health cash plan
- Community events
- Free three course lunch, during term time
- Free onsite parking
- Use of the gym and swimming pool, at specified times
- Discounted Bacon Theatre tickets
- Company sick pay entitlement
- Company pension scheme
- Discounted golf fees at Brickhampton Golf Club
- Salary sacrifice electric/hybrid car scheme
- Company life assurance 3x salary
- Cycle to Work scheme

### **All staff are expected to**

- Work towards and support the Dean Close Foundation stones/values of love, courage, contribution allowing pupils and staff to flourish.
- Demonstrate and develop the following skills:
  - Critical Thinking
  - Compassion
  - Creativity
  - Collaboration
  - Communication
- Support and contribute to the Foundation's responsibility for safeguarding pupils.
- Work within the Foundation's health and safety policy to ensure a safe working environment for staff, students and visitors.
- Promote equality of opportunity for all students and staff, both current and prospective.
- Undertake any other reasonable duties required that are related to the job purpose from time to time.

The post holder may be required to perform duties other than those given in the job description for the post from time to time. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibility entailed.

### **How to Apply**

Applicants must complete a Dean Close Foundation application form in order to be considered.

***The Dean Close Foundation is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.***