



CLARE COLLEGE

Job title:	Chef de Partie
Responsible to:	Head Chef via the Senior Sous Chef, Sous Chefs & Senior Chef de Parties
Head of Department:	Catering Manager
Place of work:	Clare College Cambridge
Salary range:	£29,039.70 per annum plus paid overtime plus non contractual bonus (subject to eligibility)
Hours:	Average of 37.5 hours per week. The kitchen staff work a rota system which includes working evenings and weekends. Because of the nature of the College's activities, some work out of hours may also be necessary. Shifts may change in order to cover business needs.
Holidays:	34 days annual leave (inclusive of public holidays)
Pension scheme:	The College offers membership of a defined contributory pension scheme which you will be automatically enrolled into once you have been a member of staff for three months. You will pay 3% employee contributions and the College will pay 6% employer contributions. Every January you will have the option of increasing your contributions up to a maximum of 7% and if you choose to do this then the College would double their contribution up to a maximum of 14%.

Job summary:

To prepare, cook and present food as directed by the Sous Chefs and Head Chef. Ensuring all HACCP, food safety, health and safety systems are in place and completed daily. Delivery of food to agreed levels and standards.

Key responsibilities:

- To assist in the preparation, cooking and presentation of all dishes to the highest standards;
- To keep section free from all major allergy ingredients, with no processed ingredients or additives.
- To assist with the control of food costs and reducing wastage.
- To tell the Head Chef/Sous Chef dietary requirements for each dish served daily so the information can be displayed in the servery and on the food blog.
- To assist the Head Chef and Sous Chef with the planning, implementation and delivery of departmental objectives in a timely manner.
- To ensure that the kitchen area, equipment and storage areas are kept clean and tidy at all times;
- To work efficiently and safely;
- To liaise effectively with other staff on the team, Front of House and from other College departments;
- To maintain professional communications with other related departments.
- To ensure that the cleaning schedule is adhered to.

- To ensure prepared food is stored correctly following proper temperature checks and labelling and storing.
- In the absence of a section chef you are to provide cover as required.
- To undertake further training when required.
- To liaise effectively with external service providers such as delivery staff;
- To be aware of food allergies and the appropriate measures in place to deal with these;
- To work to and maintain the highest standards of hygiene and food safety.
- Ensure that a clean laundered uniform is worn at all times

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.

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.

PERSON SPECIFICATION

Criteria	Essential	Desirable
Education/ Qualifications	<ul style="list-style-type: none"> • City & Guilds 706/1 or • NVQ 1 and/or working towards achieving level 2 • Basic food hygiene certificate 	<ul style="list-style-type: none"> • City & Guilds 706/2 • NVQ3 • Level 2 Safety Awareness certificate
Experience	<ul style="list-style-type: none"> • Some practical experience working in a busy kitchen environment • Experience of working in a team • Good customer service skills 	<ul style="list-style-type: none"> • Knowledge of COSHH in a similar environment
Abilities	<ul style="list-style-type: none"> • Ability to achieve and maintain high levels of service and hygiene • Ability to work under pressure • Accuracy and attention to detail • Ability to work as part of a team • Willingness to adopt a flexible and collaborative approach to tasks 	
Personal attributes	<ul style="list-style-type: none"> • Smart appearance • Honest, reliable and hard working 	