



**ST PAUL'S**  
GIRLS' SCHOOL

## **Chef de Partie**

### **THE POST**

Reporting to the Head Chef (and with day-to-day operational responsibility to the Sous Chef) the Chef de Partie is a key member of the chef brigade, responsible for assisting in the preparation, production and delivery of a high-quality lunch offer to the pupils and staff of the school. Also assisting with the production of food for various school events and functions throughout the year.

### **RESPONSIBILITIES**

- As delegated, taking responsibility for the preparation, production, and service of lunch and event food, ensuring service at the correct times, and to the School's standards and specifications;
- Following the correct recipe / menu procedures in food production and stock control;
- Ensuring that catering equipment within the kitchen is in safe working order, cleaned and checked regularly;
- Reporting any faulty equipment to the Head Chef or the Sous Chef, helping to ensure that faults are rectified and the equipment is not used until it is safe;
- Ensuring that temperatures of fridges, freezers and hot cupboards are monitored and recorded in line with the Food Safety Act;
- Ensuring that the control of raw materials and portions are to the standard required and that all food is served at the correct temperature;
- Receiving and checking in goods against invoice for quality and quantity
- Ensuring that all goods are quickly and correctly stored away on rotation system, following the "first in, first out" rule and complying with health and safety regulations;
- Ensuring high standards of personal hygiene, appearance and cleanliness at all times;
- Assisting, where appropriate, in training members of the kitchen team and ensuring that training is recorded;
- Ensuring the areas under your control are left clean and tidy at all times;
- Participating in any necessary training and team meetings as required e.g. health and safety, food hygiene;
- Ensuring team respect to promote harmonious working relationships within the Catering team;
- Assisting at various functions, some of which may occur outside normal working hours;
- Reporting complaints or compliments and take remedial action where possible in the event of a complaint;
- Reporting immediately any incidents of accident, fire, theft, loss, damage, unfit food, or other irregularities and take such action as may be appropriate;
- Compliance with all School policies and statutory regulations relating to Health and Safety, Due Diligence, safe working practices, hygiene, cleanliness, fire and COSHH. This will include awareness of any specific hazards in the work place;
- Carry out any other reasonable tasks as directed by the Head Chef, the Catering Manager, the General Services Manager, or any senior member of school staff.

## **CANDIDATE PROFILE**

The ideal candidate will have a passion for excellent food and a genuine interest in working as part of a team in the Catering Department of one of the UK's leading girls', independent schools. An interest in both catering and people is essential. The post holder needs to be flexible (overtime is paid), efficient and self-motivated; will lead by example and will be used to working in a busy, professional kitchen. The post holder will probably be aiming towards becoming a Sous Chef or Head Chef as a next career move.

## **KEY SKILLS & EXPERIENCE**

A recognised appropriate chef qualification is essential, (eg NVQ 2 & 3 or equivalent) together with a good all-round education.

Proven two or three years experience in the kitchens of a high quality catering establishment

A qualification in food safety / allergens / hygiene is essential.

Excellent spoken and written English; good communication skills

First aid and other health & safety qualifications are highly desirable.

The successful candidate will have high personal standards, excellent people skills and a genuine commitment to high quality service.

## **TERMS**

- *Term-time only contract – 41.6 weeks per annum, including pro rata paid holiday & Bank Hols*
- *Hours – 7.00am to 4.00pm inc. 30 minute unpaid lunch break (42.5 hours per week, paid)*
- *Pay – very competitive*
- *Free lunch on duty*