

JULY 2018

Thank you for your interest in the post of Chef de Partie/ Commis Chef. Please find attached the following information:

- Job description
- Person specification
- General Terms & Conditions of Employment

If you would like to apply for this position, please submit a detailed CV and covering letter either in writing or by e-mail to:

Alfie Gould
HR Assistant
The Edward James Foundation
West Dean
Chichester
West Sussex
PO18 0QZ

Email: alfie.gould@westdean.org.uk

Tel: 01243 818276

Please include details of two referees.

Closing date for applications: Friday 3 August 2018 at 5pm

We endeavour to respond to all applicants in a timely manner. If, however, you do not hear from us within two weeks of the closing date, please assume that your application has been unsuccessful on this occasion.

Position	Chef De Partie
Responsible to	Sous Chef/Head Chef
Main Purpose of Job	To assist in the day-to-day running of the kitchen

KEY DUTIES & RESPONSIBILITIES

- 1 Initiate and oversee the production of all meals produced during the shift and in preparation for other shifts.
- 2 Ensure the timely provision of high quality and optimum quantities of food from the College kitchen, relevant to the shift, for students, staff and visitors, as directed by the Sous Chef.
- 3 To supervise the activities of all the Commis Chefs & Kitchen Porters during the shift.
- 4 Ensure adherence to the organisation's Food Safety and Health & Safety policies at all times.
- 5 Take responsibility for the ordering of stock as required and directed by the Sous Chef.
- 6 Be responsible for taking delivery and safe storage of deliveries on your shift as directed by the Sous Chef.
- 7 Ensure that necessary paperwork, administration, controls and records are undertaken and maintained as directed by the Head Chef to include Health & Safety, Food Safety and any other as requested.
- 8 Participate in training programmes as required and, in liaison with the Sous Chef, ensure that training requirements for team members are identified and followed up.
- 9 Ensure that high standards of customer service are maintained at all times.
- 10 Cover some aspects of the Sous Chef role as appropriate and as directed.
- 11 Any other reasonable duties as requested by the Sous Chef/Head Chef.

This job description is subject to regular review in consultation with the postholder.

PERSON SPECIFICATION

Essential	Desirable
At least one year's experience working at a similar level of responsibility	Experience in a similar environment
C & G 706 1/2 or NVQ 1/2 qualification or equivalent	
Able to demonstrate strong leadership, organisational, communication and planning skills	
Basic Food Hygiene Certificate	Intermediate/Advance Food Hygiene Certificate
Able to demonstrate a knowledge and experience of food costing	Experience of budgetary control
Confidence and adaptability in a kitchen environment	
A passion for food and food service	
Ability to cope with a varied and demanding workload	
Ability to set an example and address performance issues as required	

JOB DESCRIPTION

Position	Commis Chef
Responsible to	Head Chef/Sous Chef
Main Purpose of Job	To assist the Sous Chef to provide quality food for all students, staff and visitors to the College

KEY DUTIES & RESPONSIBILITIES

- 1 Set up and prepare ingredients for breakfast, lunch and dinner services as directed by the Sous Chef.
- 2 Cook food for each service, ensuring a high standard of quality at all times.
- 3 Present food and dishes in the servery area, ensuring that food displays are appetising and well stocked at all times.
- 4 Ensure that food preparation areas are kept clean and tidy at all times.
- 5 Ensure that food is cleared away at the end of service and that food which can be re-used safely is utilised.
- 6 Ensure that requisitions for food are received by the Sous Chef and freezers and refrigerators are replenished as appropriate.
- 7 Store and rotate in date order all deliveries in the appropriate areas as required.
- 8 Prepare items for functions, events and other special occasions as directed by the Sous Chef.
- 9 Comply with the food safety policy and Health & Safety policy at all times and ensure temperature checks are carried out and recorded at all times as directed.
- 10 Report any defects in equipment to the Sous Chef.
- 11 Assist in the service of food and beverages on counter if required.
- 12 Ensure high standards of customer service are maintained at all times.
- 13 Cover some aspects of the Sous Chef role where appropriate and as directed.
- 14 Any other reasonable duties as requested by the Sous Chef.

This job description is subject to regular review in consultation with the postholder.

PERSON SPECIFICATION

Essential	Desirable
At least one year's experience in a similar position	
*NVQ 1/2 in professional cookery or equivalent	
*Level 1 Food Hygiene Certificate	
A good understanding of food preparation	
Ability to demonstrate excellent knife skills	
Willingness to learn and undertake training	
Ability to work effectively as part of a team	
A passion for food and food service	
Knowledge of exceptional customer service	

*Support may be available to develop the successful candidate through NVQ and Food Hygiene Certificates

CHEF DE PARTIE/COMMIS CHEF

GENERAL TERMS AND CONDITIONS OF EMPLOYMENT

Contract:	Permanent.
Duties:	As attached job description.
Salary:	£20,000/£18,000 per annum payable monthly in arrears by BACS transfer.
Hours:	40 hours per week, primarily straight shifts including weekends and bank holidays (hours to meet the needs of the business).
Holidays:	33 days per holiday year (1 October to 30 September) inclusive of Bank Holidays (pro rata).
Sickness:	10 days in any consecutive twelve month period (pro rata), or longer period at the Foundation's discretion, after six months' continuous service.
Benefits:	Contributory pension scheme, childcare vouchers, Employee Assistance Programme, free and discounted places on short courses at West Dean College.