

December 2018

Thank you for your interest in the post of Chef de Partie, Gardens Restaurant. 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 to:

Email: [helen.dearing@westdean.org.uk](mailto:helen.dearing@westdean.org.uk)

Helen Dearing  
Human Resources Officer  
The Edward James Foundation  
West Dean  
Chichester  
West Sussex  
PO18 0QZ

Tel: 01243 818247

**Closing date for applications: Monday 17<sup>th</sup> December 2018, midday**

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	Head Chef / Chef Manager
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 kitchen, relevant to the shift, for students, staff and visitors, as directed by the Head Chef / Chef Manager.
- 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 Head Chef / Chef Manager.
- 6 Be responsible for taking delivery and safe storage of deliveries on your shift as directed by the Head Chef / Chef Manager.
- 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 Head Chef / Chef Manager, 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 Head Chef / Chef Manager role as appropriate and as directed.
- 11 Any other reasonable duties as requested by the Head Chef / Chef Manager.

*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	

## CHEF DE PARTIE

### GENERAL TERMS AND CONDITIONS OF EMPLOYMENT

Contract:	Permanent.
Duties:	As attached job description.
Salary:	£18,333.33 per annum (FTE £20,000) 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).  This is an annualised role, working February to December, with January off. This may be subject to change in the future
Holidays:	30.25 days per holiday year (FTE 33) (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, Employee Assistance Programme, free and discounted places on short courses at West Dean College.