



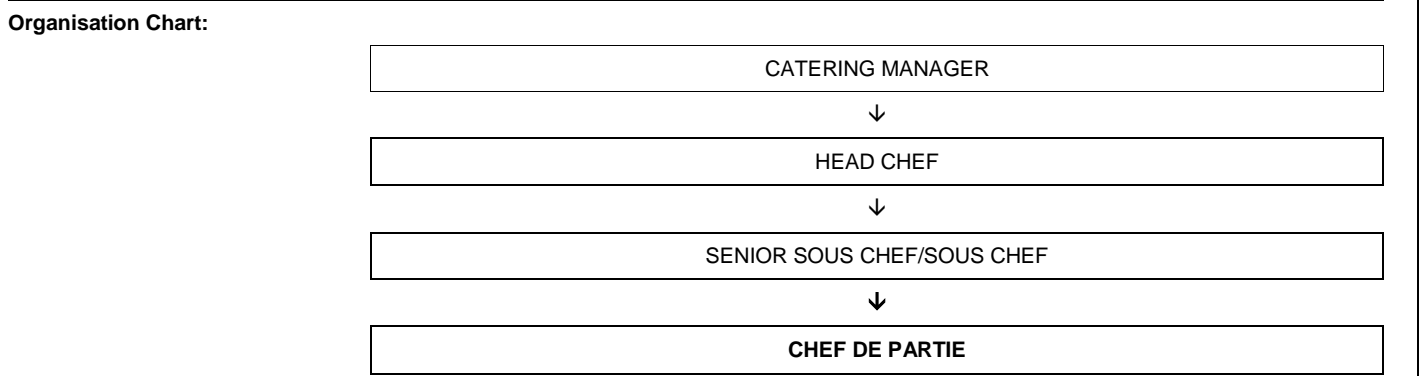
CLARE COLLEGE JOB DESCRIPTION/PERSON SPECIFICATION

JOB TITLE:

CHEF DE PARTIE

This job description and person specification outlines the key accountabilities of, and output required from, the postholder as well as skills, qualifications and experience needed in order to carry out the role. It is not a definitive list.

Department:	CATERING
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Purpose of the Job:	To manage the kitchens in conjunction with 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.
Responsible to:	Head Chef and Senior/Sous Chefs
Location:	Kitchens
Hours of Work:	37.5 hours per week, not including breaks

Main Duties and Responsibilities		Time/Frequency
1	Prepare and cook main course and side order items as required following recipes, preparing food one day in advance.	DAILY
2	Keep section free from all major allergy ingredients, with no processed ingredients or additives.	DAILY
3	Follow prep lists daily and prepare food based on par levels set by Head Chef/ Sous Chef.	DAILY
4	Ordering of goods, maximising the control of food costs and reducing wastage.	DAILY
5	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.	
6	Assisting the Head Chef and Sous Chef with the planning, implementation and delivery of departmental objectives in a timely manner.	DAILY
7	Assist the Head Chef and Sous Chef in the supervision of kitchen porters and the storeman	DAILY
8	Ensure all HACCP and Food Safety procedures are fully complied with	DAILY
9	Adhere to the personal hygiene standards issued by the Catering Manager	
10	Ensure that a clean laundered uniform is worn at all times	

The above job description is a guide to the work you may be required to undertake but does not form part of your contract of employment. Clare College reserves the right to change the duties detailed in this job description to reflect changing circumstances. Changes will be introduced following discussion with the post-holder.

PERSON SPECIFICATION

	Essential	Desirable
Qualifications/academic achievements/education	<ul style="list-style-type: none"> • NVQ Level 2 and 3 in Professional cookery • Basic Food Hygiene Certificate • Training on HACCP and COSHH 	
Skills/knowledge/training	<ul style="list-style-type: none"> • Good organisational skills • Good communication and interpersonal skills • Customer service skills 	
Experience – type and depth of experience required to do the job	<ul style="list-style-type: none"> • Experience in a similar role • Understanding of HACCP 	<ul style="list-style-type: none"> • Experience of College environment.
Personal attributes	<ul style="list-style-type: none"> • Friendly, co-operative and helpful/approachable. • Responsible and trustworthy. • Ability to work as part of a team. • Flexible approach and accepting of change. • Ability to communicate effectively to colleagues and other senior management personnel. 	
Special Conditions (e.g. must hold driving licence/able to work weekends)	Must be able to work flexibly and weekends	
Membership of a professional body		