

Christ’s College Cambridge **JOB DESCRIPTION**

**Job title: Chef de Partie**

**Responsible to**: Head Chef via the Senior Sous Chef, Sous Chefs & Senior Chef de Parties

**Head of Department:** Executive Head Chef

**Place of work:** Christ’s College, Cambridge and associated properties

**Salary range:** Spine point 33 on the University single salary spine, currently £27,131 per annum

**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:** 36 days annual leave (inclusive of public holidays)

**Pension scheme:** The College offers membership of a contributory pension scheme. Subject to your age and earnings level, you may be eligible for auto-enrolment into the scheme and you have the right to opt out at any time.

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**Job summary:**

To work as part of the busy kitchen team in providing a full catering service to the College.

**Key responsibilities:**

* Run a section of the kitchen, taking responsibility of workload, keeping up standards and organising ordering for the section with the help of the storekeeper.
* To assist in the preparation, cooking and presentation of all dishes to the highest standards;
* 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.

**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**

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| **Criteria** | **Essential** | **Desirable** |
| **Education/**  **Qualifications** | * City & Guilds 706/1 or * NVQ 1 and/or working towards achieving level 2 * Basic food hygiene certificate | * City & Guilds 706/2 * NVQ3 * Level 2 Safety Awareness certificate |
| **Experience** | * Some practical experience working in a busy kitchen environment * Experience of working in a team * Good customer service skills | * Knowledge of COSHH in a similar environment |
| **Abilities** | * 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** | * Smart appearance * Honest, reliable and hard working |  |

**December 2022**