



JOB DESCRIPTION

Job Title:	Chef de Partie
Responsible To:	Head Chef via the Sous Chefs and Senior Sous Chef
Place of Work:	Christ's College, Cambridge and all property owned by the College in and around Cambridge
Salary Range:	Spine Point 33 on the University's single salary spine chart
Hours:	Average of 36.5 hours per week. The kitchen staff work a rota system which includes working evenings and weekends.
Holidays:	33 days annual leave (including 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 in at any time.

Job Summary

The Chef de Partie will work as part of the busy kitchen team, providing a full catering service to the College.

Key Responsibilities

- Run a section of the kitchen, taking responsibility for the workload, keeping up standards and organizing ordering for the section with the help of the Storekeeper.
- Assist in the preparation, cooking and presentation of all dishes to the highest standards.
- Ensure that the kitchen area, equipment and storage areas are kept clean and tidy at all times.
- Work efficiently and safely.
- Liaise effectively with other staff on the team, Front of House and from other College departments.
- Maintain professional communications with other related departments.
- Ensure that the cleaning schedule is adhered to.

- Ensure prepared food is stored correctly following proper temperature checks and labelling and storing.
- In the absence of a section chef, provide cover as required.
- Liaise effectively with external service providers such as delivery staff.
- Be aware of food allergies and the appropriate measures in place to deal with these.
- Work to and maintain the highest standards of hygiene and food safety.

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.

General Responsibilities

- Take part in the College's appraisal scheme and to undertake training as required.
- Be responsible for your own health and safety in the workplace.
- Fully comply with all the College's policies including equality of opportunity and data protection.
- Undertake any other reasonable request or duties commensurate with your post.

PERSON SPECIFICATION

Criteria	Essential	Desirable
Education/ Qualifications	<ul style="list-style-type: none"> ○ City & Guilds 706/1 ○ NVQ 1 ○ Completion of or working towards achieving NVQ2 ○ Basic food hygiene certificate 	<ul style="list-style-type: none"> ○ City & Guilds 706/22 ○ NVQ 3 ○ Level 2 Safety Awareness certificate ○ Intermediate food hygiene certificate ○
Experience	<ul style="list-style-type: none"> ○ Some practical experience working in a busy kitchen or catering environment ○ Experience of working in a team ○ Good customer service skills 	<ul style="list-style-type: none"> ○ Knowledge of COSHH in a similar environment
Abilities and Skills	<ul style="list-style-type: none"> ○ 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	<ul style="list-style-type: none"> ○ Smart appearance ○ Honest, reliable and hard working 	

February 2025