



# BURGESS HILL

— GIRLS —

## JOB DESCRIPTION

<b>Job Title:</b>	Chef De Partie
<b>Reporting to:</b>	The Chef Manager
<b>Responsible for:</b>	Preparation, organisation and portioning of the food service at school whilst meeting customer expectations, food & hygiene standards set by the Chef Manager.

## JOB SUMMARY

Successfully produce and deliver, to the highest possible standard, food to pupils, staff, parents and visitors at all services at all times as detailed by the Chef Manager.

Work with the Chef Manager to develop the food offer at school through the introduction of innovation and interest; being mindful that all new innovation must be to the benefit of the health and well-being of the pupils and the promotion of a healthy well balanced lifestyle.

Produce dishes with the most accurate cooking technique and minimum of wastage.

## PRINCIPAL ACCOUNTABILITIES

### FOOD

- Responsible for the production and operation of a Kitchen Section (i.e. Dessert or Hot Section).
- Produce suggestions for use by the Chef for inclusion in a six weekly menu cycle of varied and interesting dishes on a termly basis that incorporate seasonal produce and that are suitable for the age range to which they are being served.
- Keep a record of all kitchen Section production and (not plate) wastage
- Produce as many dishes as possible from fresh ingredients, only using frozen or pre-prepared as a secondary back-up alternative rather than first choice option. The target of fresh produce to frozen/pre-prepared is 80%/20%
- Take responsibility for the Kitchen Section, maintaining the efficiency and effectiveness, understanding pupil and customer needs and requirements, working to exceed these wherever possible.
- Support the Chef Manager with the development and motivation of the team. Promote efficiency, budget awareness, School standards and commitment to simple modern fresh cooking.
- Demonstrate a positive working style with an enthusiastic, committed and flexible attitude, promoting the importance and benefits of effective team working.
- Assist with supervision of employees in compliance to Health & Safety Policy within the team, championing 'best practice' and providing assistance and advice where required.

## **KITCHEN MANAGEMENT**

- Support the Chef Manager in ensuring that food stock levels are kept to a minimum, input into the ordering process and ensure that all stock received is used before it goes out of date.
- Assist the Chef Manager to ensure portions are accurate, when necessary recipes are followed and dish specifications are adhered to.

## **PEOPLE MANAGEMENT**

- In conjunction with the Chef Manager carry out induction training and safe use of hazardous equipment training.

## **OPERATIONAL**

- When required, conduct pre and post service briefs before and after every service.
- Assist the Chef Manager to ensure that all members of the Catering Team are aware of their duties throughout the day, especially during service periods to ensure that they run as smoothly as possible.
- Ensure all areas of the kitchen are kept spotlessly clean at all times and that appropriate cleaning schedules are in place, completed and archived.

## **JOB CONTEXT**

The job-holder works as part of a team of 12 who are responsible for preparing breakfasts, lunches and dinners to approximately 700 day pupils (including Nursery) and 55 boarders together with catering for various events within the school calendar. The majority of the requirements are within school term time for 7 days a week with the Nursery operating on a 51 week basis. The team is headed up by the Chef Manager and the job holder works alongside two other Chefs, each responsible for a Catering "Section". There is an Events co-ordinator who supports the Chef Manager with the running and organisation of all school events along with the Chef Manager.

There are also 6 Catering Assistants who support the Chefs with the food preparation and cleaning/tidying the kitchen and dining room each day. There is a Dining Room Supervisor.

## **CONDITIONS OF SERVICE**

Paid for 40 hours a week, 52 weeks a year less holiday entitlement on an annualised hours basis, to take account of the fluctuation in hours between term time and the school holiday period. Work 40 hours per week in school term time on either an early or late shift between – 7.00am-3.00pm or 11.00am to 7.00pm (or as required by the Chef Manager) for 5 days a week to include working occasional part or full weekends. Hours are more flexible during School holiday periods.

## **OTHER**

- Any reasonable request made by the Chef Manager to ensure the smooth running of the department.

- Attend external meetings or training courses as required, to support personal and professional development.

This job description reflects the present requirements of the position. The job description will be reviewed and amended as required.