

EMMANUEL COLLEGE

Job Description

JOB TITLE Chef de Partie

LINE MANAGER The Head Chef

Executive Head Chef/Head of Catering is the Head of Department

JOB OBJECTIVES To ensure an efficient professional standard of service to senior and junior College members, conference delegates and special functions.

DUTIES

Using own initiative to ensure timely completion of work in accordance with instructions as may from time to time be issued by the Head Chef in connection with a wide variety of duties which include the following:

- To achieve and maintain a high standard in the production of a wide range of dishes within the financial target
- To liaise with the Head Chef in respect of budgetary control.
- To assist the Head Chef in producing pricing policies for senior members, junior members, conferences and external business.
- To liaise with the Stores Manager on a daily basis concerning all requirements.
- To have a thorough knowledge of commodities with regard to food production.
- To ensure that attractive and inviting menus are produced and correctly costed.

General

- Abide by Hygiene and Safety Laws and ensure that they are observed
- Control and monitor systems to aid financial performance (ie waste management).
- Ensure that all stock is maintained in a hygienic and secure manner.
- Demonstrate a professional attitude on a day to day basis in the kitchen environment and to demonstrate a methodical approach to: preparation for service, work during service and after-service clear down.
- Ensure you maintain good personal hygiene, wear the correct uniform at all times and comply with any instructions relating to jewellery, make-up and mobile phones etc.
- Ensure hygienic handling of food during storage, preparation and presentation
- Be aware of the dangers of accidents and fire within the department and the adopted procedures in case of accident or fire
- Maintain monitoring records of the various temperature records, control of food and storage facilities

Statutory Requirements

- To demonstrate a working knowledge of:
H.A.S.A.W.A. 1974
Food Safety Act 1990
Any other statutory requirement
- Demonstrate knowledge of procedures to follow in case of fire.
- Identify correctly fire extinguishers to use with specific fire types and be aware of the correct evacuation procedures; training will be given in College practices and procedures.
- Obtain and maintain a First Aid qualification so the ability to administer first aid for example for cuts and burns.
- To have obtained a Basic Food Hygiene Certificate

Additional Duties

1. Observe all recognised safety rules and procedures together with the College Health & Safety Policy (a copy of which will be given to you during your induction) and ensure that reasonable care is taken for your personal health and safety and that of other employees, customers and any other persons on the premises.
2. To ensure at all times that you are performing to standards specified by the College and to deal with any complaints arising from poor performance.
3. To attend training courses as and when directed.
4. To attend departmental meetings as requested.
5. Observe the College Equal Opportunities Policy, the Computer Acceptable Use Policy and the College Policy on the application of the Data Protection Act, at all times, copies of which will be handed to you during your induction to employment at Emmanuel.
6. Any other duties and responsibilities which are compatible with the post of Chef de Partie which may from time to time be required.