



Corpus Christi College Cambridge

Job Description

<u>Job Title:</u>	Senior Chef De Partie
<u>Department:</u>	Catering Department – Kitchens
<u>Responsible to:</u>	Catering Manager
<u>Reports to:</u>	Head Chef
<u>Purpose of Job:</u>	To assist the Head Chef in the development, preparation and service of food to all areas within the College. Ensuring the highest standards are maintained in order for us to continue to surprise and delight our customers

Duties and responsibilities:

Co-ordination of service and Food served

- Liaise with the Head Chef on a daily basis to ensure the smooth running of the kitchen.
- Ensure all food production is carried out to College standards and ensure complete customer satisfaction.
- Ensure accurate records are kept at all times relating to the food production and wastage, for all service periods. Ensure that all foods are labelled, stored and handled in accordance with the College and Health and Safety requirements.
- Organise the food service area to ensure that the correct portions are served at all times.
- Make sure the wastage is kept to a minimum at all times.
- Assist Head Chef with menu creation and costing to achieve financial targets.
- Prepare food to pre agreed allergen information and ensure precise allergen information is provided.
- Ensure great communication and relations with the Pantry service team, working as one team and being proactive in regards to queries and challenges.

Supervision

- Lead by example as a Senior chef.
- Supervise team duties giving technical advice and guidance when necessary.
- Instruct craft apprentices and other trainees in food preparation and kitchen management.
- Recognise that all members and customers are individuals and must be treated with respect.
- Be a valued team member, create and maintain a good team spirit.

Client Relations

- Be visible particularly at service times within Cafeteria.
- Consistently present a positive & professional attitude at all time so the department objectives are met.
- Deal with all queries or client comments promptly and efficiently.
- Maintain excellent relations with the Catering and Conference team.

Hygiene, Health & Safety

- Ensure all hygiene, health and safety standards are adhered to and the College's Health & Safety policy are complied with.
- Ensure all aspects of Allergen and Food safety procedures are maintained at all times.
- Implementations of all cleaning rotas/schedules are carried out and spot checks are completed on each area.
- Demonstrate a consistently high standard of personal cleanliness and appearance
- Ensure that all faults are reported as necessary to the Head Chef, or Catering Manager.

Security

- Maintain all aspects of on-site security and all relevant instructions are followed.

Other Responsibilities

- Behave in a professional & polite manner at all times when dealing with customers & staff.
- Display a problem solving and positive attitude towards supporting the Catering Department and College objectives and values.
- Attend all College training, any staff meetings and any other reasonable duties as requested by the Catering Manager or Executive Chef.

College Staff Values

- To uphold the College Staff Values : **Excellence, Collaboration, Respect and Creativity.**

The above is not an exhaustive list and the post holder may be expected to undertake other related duties as required by the Catering Manager. The list of duties may be subject to revision at the end of the probationary period.

Person Specification

	Essential	Desirable
Education/Qualifications	City & Guilds 706 1 & 2 or NVQ equivalent qualification CIEH/Basic Food Hygiene Certificate Full, current, clean driving licence	CIEH/Intermediate Food Hygiene Certificate CIEH Basic Health & Safety Certificate or equivalent Good knowledge of current food trends
Knowledge/Experience	Breadth of experience, skills and achievements gained from working within a hotel, restaurant or contract catering environment	A minimum of 2 years' experience would be desirable with ambition to progress within the team
IT Skills		Sound workable knowledge of Microsoft packages
Skills	Able to supervise and motivate others Able to work without supervision Accuracy and attention to detail Works well under pressure Ability to follow instruction Ability to maintain Health and Safety records including allergen information	
Personal Qualities	Good oral communication skills Organised and Focused Motivational skills and ability to lead by example Flexible working attitude Prepared to work additional hours when required.	
Physical/Special Requirements	Due to the age and layout of the college, there are a number of steep staircases and areas of restricted access. Some heavy lifting of materials and equipment.	

Issued by Department Head

Iain Sutherland Name

........Signature

02.05.2024. Date

Accepted and Understood by Postholder

.....Signature

.....Date

This job description will be reviewed periodically when additions and amendments may be made.