

Role Profile

Chef de Partie

Responsible to: Kitchen Manager, Food and Beverage Manager

Works closely with: Kitchen, bar, events and conferencing teams

Role Overview

Work within a kitchen team, producing a high quality and consistent food offering for the customers of the Showroom Workstation.

The post-holder will be a key member of a small, but extremely busy and motivated team, serving fresh food with fresh ingredients. We are looking for someone with experience of working in a similar food environment where speed, creativity and adaptability are crucial.

Duties

- To maintain correct standards of presentation, quality, and speed of service throughout as defined by the Kitchen Manager.
- To uphold hygiene and cleaning standards in areas used for food storage and preparation within the statutory requirements.
- To maintain standards of food preparation and presentation to agreed set standards.
- To maintain defined standards of speed of service agreed to by set standards.
- To assume overall responsibility in the absence of the Kitchen Manager for:
 - Planning meetings
 - Stock ordering
 - Rota
 - Cost control
- To observe, advise and enforce all statutory regulations including Health & Safety, security, hygiene, finance and licensing laws.
- To conduct the operation to the agreed opening times, making sure full service is conducted to the agreed schedule.
- To be proactive in identifying and recommending to the Kitchen Manager opportunities to enhance customer satisfaction and contribute to the testing of new ideas.
- To assist the Kitchen Manager in maintaining control of food costs and profit margins according to departmental procedures.
- To report any equipment faults to the Kitchen Manager, or to deal with equipment faults in accordance with company policy in the absence of the Kitchen Manager.
- To assist with the receipt of goods ensuring quality and quantity checks are carried out and delivery sheet is completed to agreed standard.
- To assist with risk assessments in line with Food Hygiene regulations, including assisting in completing all HACCP files to the agreed standard and reporting any issues to the Kitchen Manager.
- To ensure that during your shift equipment, utensils, preparation tables and surrounding areas are cleaned according to daily, weekly and/or periodic cleaning schedules.
- To assist with the development and monitoring of waste management systems.
- To assist with the development and management of function and outside catering events.

showroom | WORK STATION

- To assist with menu development and planning.

NOTE: These duties and responsibilities should not be regarded as exclusive nor exhaustive, as the post holder may be required to undertake other reasonably determined duties within the Showroom Workstation commensurate with the grading of the post.

Personnel Specification

ESSENTIAL

- Experience of working in a busy food operation, preparing from fresh ingredients, where speed and flexibility of service are key.
- Demonstrable experience of preparing and delivering buffets, wedding parties, conference catering.
- Ability to deliver consistent quality food service, demonstrating a fine eye for detail and strong leadership skills.
- Qualifications 706 1, or SVQ/NVQ Level 2.
- CIEH level 2/3.
- Capable of working under pressure, unsociable hours when required and to be a key team member.
- Personal presentation to be clean and respectable.
- Impeccable time keeping.
- Due diligence and honesty with regard to security, money and stock.
- Willingness to undergo further training and to advance personal skills.

DESIRABLE

- Baking skills preferred.
- Experience of waste and stock control systems.
- Experience of computerised stock and ordering systems.
- Proficient in general use of Microsoft Word and Excel software packages, internet use and Outlook email.
- A current First Aid Qualification.
- A clean driving licence.

Key terms

Rate of pay:	£13 per hour
Hours:	up to 40 hours per week. Approved overtime may be available at busy times.
Rota:	Shifts are worked over a seven-day rota, with 4/7 or 5/7 shifts per week, dependent on need. This includes evening and include weekend and evening shifts. Our opening hours enable a good work/life balance, which is unusual in professional kitchens - apart from special events and festivals, our food service is usually 10 am – 9 pm Monday-Saturday, 10 am – 5 pm Sunday.
Holidays:	29 days annual leave including statutory holidays per annum (based on full time hours of 40 per week), pro-rata'd to contracted hours.
Base:	Showroom Work Station, Sheffield