



## Job Description

<b>Job title:</b>	<b>Chef De Partie</b>
<b>Department/School:</b>	<b>ahs</b>
<b>Grade:</b>	<b>4</b>
<b>Location:</b>	<b>University of Bath</b>

<p><b>Job purpose</b></p> <p>To prepare a range of dishes to a high standard and be responsible for managing your area of work to include: stock control, Health &amp; Safety and HACCP procedures and ensure they are followed in accordance with the University guidelines. Maintain high standards of service and quality and possess good product awareness. Contribute towards menu planning and take responsibility for junior staff in the kitchen brigade.</p> <p><b>Hours:</b> 36.5 hours as contract - 5 days over 7 and hours to suit business needs.</p>
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<p><b>Source and nature of management provided</b></p> <p>This post directly reports to the Head Chef / Sous Chef</p>
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<p><b>Staff management responsibility</b></p> <p>Commis Chefs and General Porter</p>
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<p><b>Special conditions</b></p> <p><i>None.</i></p>
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<p><b>Main duties and responsibilities</b></p> <p><b>Customer focus</b></p> <ol style="list-style-type: none"> <li>1. Oversee and assist with preparation of all dishes for service in the food outlet in liaison with the senior Chefs</li> <li>2. Responsible for the operational running of their section and for following and monitoring operational procedures</li> <li>3. Follow action plans ensuring the highest levels of customer service are maintained in line with departmental KPIs and Customer Promise</li> </ol> <p><b>Finance</b></p> <ol style="list-style-type: none"> <li>4. Ensure the Front of House Service Team use the correct portion size and understand the content of dishes. Manage wastage, record all wastage as per senior chef's guidelines.</li> <li>5. Suggest alterations to menus where cost, popularity, market trends deem financially beneficial to the business</li> <li>6. Follow all operational finance procedures to include: assisting the senior chefs with menu costing; placing orders with suppliers for all goods required in absence of senior chefs; carrying out the monthly stocktake.</li> </ol> <p><b>Staff management</b></p> <ol style="list-style-type: none"> <li>7. Assist the senior chefs on the identification of personal and team training needs, ensuring the delivery of induction/on the job training in line with departmental requirements.</li> <li>8. Assist with staff training to include health and safety, finance, food hygiene and operational procedures</li> <li>9. Ensure that University and statutory regulations pertaining to the safety and hygienic operations of the kitchen and ancillary areas are adhered to</li> </ol>
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## **Main duties and responsibilities**

by all members of staff.

### **Marketing**

10. Generate ideas for the annual calendar of promotions for your area of responsibility and follow the approved action plan with your operational team

### **Health & Safety / Environment**

11. Ensure that Food Hygiene, Food Safety, Allergen legislation and the HACCP control systems are followed in your area of responsibility.
12. Ensure that areas under your control are left as clean and tidy as possible at all times
13. Achieve a high standard of personal hygiene and to maintain a clean and smart appearance at all times by wearing the appropriate uniform/protective clothing and shoes provided.
14. Ensure all allergen information for the dishes produced in your area is accurately recorded following the food safety guidelines.
15. Ensure that as part of your duties you minimise energy consumption e.g. water and electricity and maximise the recycling opportunities for waste by encouraging staff awareness of the impact of their actions on the environment.
16. To report and, where possible, take all necessary action, statutory and otherwise, in the event of accident, fire, theft, lost property, damage, unfit food or other irregularities and complete the necessary return and/or report.

### **Facilities**

17. Responsible for reporting all known maintenance issues with your line manager at the earliest opportunity.
18. Ensure that the kitchen, stores and other potential areas of loss are secured at all times according to the instructions laid down by the management

### **Communication**

19. Ensure there are clear lines of communication between the front and back of house to improve the effectiveness of the day-to-day operations; maintaining a positive working environment whilst promoting a culture of excellent customer service.

### **Equality and Diversity**

20. Assist with delivering actions from Equality and Diversity audits in liaison with your line manager
21. Assist to raise the team's awareness of the food choices available for the various medical, religious or life style needs of our customers.

From time to time you may be asked to assist in the facilitation of CPD activities. This will form part of your substantive role and you will not receive additional payment for these activities.

You will from time to time be required to undertake other duties of a similar nature as reasonably required by your line manager.



## Person Specification

Criteria	Essential	Desirable	Assessed by		
			A/F	I/T	R
<b>Qualifications</b>					
Maths GCSE (grade C or above) or equivalent	✓		✓		
Educated to NVQ Level 3 or equivalent	✓		✓		
Highfield Health & Safety Qualification– <i>to hold or obtain within 6 month probation period</i>	✓		✓		
Level 3 Award in Supervising Food Safety (or equivalent) – <i>to hold or obtain within 6 month probation period</i>	✓		✓		
Level 3 Award in Supervising HACCP		✓	✓		
<b>Experience/Knowledge</b>					
Excellent written and oral communication skills	✓		✓	✓	
Kitchen supervisory experience	✓		✓	✓	
Experience of producing food with attention to quality and presentation.	✓		✓	✓	
Operational hands-on training	✓		✓	✓	
Recipe management and compilation of menus		✓	✓	✓	
Menu costing		✓	✓	✓	
Knowledge of the allergens legislation	✓		✓	✓	
COSHH	✓		✓	✓	
Use of IT packages such as Word and Excel and stock ordering packages	✓		✓	✓	
<b>Attributes</b>					
Ability to handle a pressurised and busy work environment	✓			✓	✓
Ability to form effective working relationships with other team members.	✓			✓	✓
Have a flexible approach and adapt to changing priorities.	✓			✓	✓
Possess a positive attitude to work related problems	✓			✓	✓
Good time keeping	✓			✓	✓
Presentable and personable	✓			✓	✓

Code: A/F – Application form, I/T – Interview/Test, R - References



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## Effective Behaviours Framework- Delivering the Experience

**ahs** has identified a set of effective behaviours or 'acts' which we value and have found to be consistent with high performance. Part of the selection process for this post will be to assess whether candidates have demonstrably exhibited these 'acts' previously.

### **Striving for Excellence:**

Planning and organising workloads to ensure that deadlines are met within resource constraints. Producing a high standard of work and consistently meeting objectives.

### **Providing Outstanding Service:**

Willing and able to provide a professional, friendly and quality service to students, staff, commercial customers, visitors and suppliers. Displaying a positive 'can-do' attitude and tailoring the service to suit differing customer needs.

### **Problem Solving:**

Able to remain calm under pressure and use initiative to overcome issues. Being proactive to ensure problems are not repeated and able to make suggestions on how we can improve.

### **Being Adaptable & Flexible:**

Being open to new ideas and ways of working. Able to respond to shifting priorities and support colleagues when required.

### **Doing the Right Thing:**

Being aware of how your behaviour impacts others. Showing respect and tolerance, being open and honest. Supporting environmental and fair-trade campaigns within **ahs**.

### **Caring:**

Having a genuine desire to support others well-being. Being kind and compassionate to colleagues and customers.

### **Teamwork**

Building effective working relationships. Working co-operatively with a wide range of interpersonal skills.

### **Developing self and others:**

Showing commitment to own development. Seeking and accepting feedback.