



Job Description

Job title:	Chef De Partie
Department/School:	Campus Services
Grade:	4
Location:	University of Bath

Job purpose The post holder will take responsibility for and supervise the back of house operations of their area of responsibility whilst on duty. Under the direction of their line manager, ensure that procedures regarding financial control, Health and Safety, Licensing Law (if applicable), HACCP and staffing are carried out within the University guidelines. They will 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. The post holder will ensure that their team adhere to the specific roles and responsibilities relevant to them that are included in the Food Safety Management System (FSMS). Hours: 36.5 hours as contract - 5 days over 7 and hours to suit business needs.
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Source and nature of management provided
This post directly reports to the Head Chef / Sous Chef

Staff management responsibility
Commis Chefs and General Porter and Casual Team Members

Special conditions
The role requires flexibility, availability and willingness to work evenings and weekends as required by business needs.

Main duties and responsibilities
Food Safety 1. Ensure the FSMS is followed; all daily due diligence records are completed accurately, and any corrective actions taken are recorded on every shift 2. Provide/print off comprehensive due diligence templates for each week for the outlet 3. Report and, where possible, take all necessary action, statutory and otherwise, in the event of food safety incident or other irregularities and complete the necessary return and/or report 4. Ensure the required due diligence records are accurate and authentic on their shift Customer focus 5. Oversee and assist with preparation of all dishes for service in the food outlet in liaison with the senior Chefs 6. Responsible for the operational running of their section and for following and monitoring operational procedures 7. Follow action plans ensuring the highest levels of customer service are maintained in line with departmental KPIs and Customer Promise Finance

Main duties and responsibilities

8. 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.
9. Suggest alterations to menus where cost, popularity, market trends deem financially beneficial to the business
10. 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.

Staff management

11. 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.
12. Assist with staff training to include health and safety, finance, food hygiene and operational procedures
13. Ensure that University and statutory regulations pertaining to the safety and hygienic operations of the kitchen and ancillary areas are adhered to by all members of staff.

Marketing

14. 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

- 15 Take all necessary action, statutory and otherwise in the event of any accidents, incidents fire, theft, lost property, damage or other irregularities, including near misses
- 16 Responsible for complying with all current Health and Safety legislation. Includes ensuring all staff are familiar with all risk assessments, monitor and enforce the appropriate use of PPE whilst on duty, and ensure fire safety measures put in place by the University are adhered to
- 17 Assist with implementing corrective actions identified in any Health & Safety audits as directed by line manager
- 18 Monitor and ensure that all equipment is used safely and correctly, reporting any anomalies to their line manager
- 19 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

Facilities

- 20 Responsible for checking all required equipment is available, in full working order, to deliver the agreed offering whilst on duty, in line with the service level agreements, reporting any missing items to their line manager.
- 21 Responsible for reporting of all maintenance issues and equipment faults online whilst on duty
- 22 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

- 23 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.
- 24 Provide the team with daily MI (management information) for example Kinetics schedule - bookings and deliveries
- 25 Follow up, resolve or escalate with appropriate stakeholders, any inaccurate MI information that was provided for the day i.e., Sales, Kx customers

Equality and Diversity

- 26 Assist with delivering actions from Equality and Diversity audits in liaison with your line manager
- 27 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.

Main duties and responsibilities
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
Qualifications 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 Level 3 Award in Food Allergen Management in Catering (or equivalent) – <i>to hold or obtain within 6 month probation period</i>		✓ ✓ ✓ ✓ ✓
Experience/Knowledge 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	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓	✓ ✓
Attributes 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

Effective Behaviours Framework- Delivering the Experience

Campus Services 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 **Campus Services**.

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 inter-personal skills.

Developing self and others:

Showing commitment to own development. Seeking and accepting feedback.