

Job Description

Title	Details
Job title	Chef de Partie
Department/Unit	Campus Commerce – Whiteknights
Job Type	Permanent
Grade	Grade 4
Accountable to	Head Chef
Accountable for	NA
Vacancy reference	SRF53965 / SRF54107 / SRF54108

Purpose

To support the delivery of high-quality food services by preparing, cooking and presenting food to agreed standards, ensuring excellent customer service, food safety compliance and efficient kitchen operations.

Team Structure

The post holder works as part of a professional kitchen team and reports to the Head Chef. The role may support multiple food service operations including restaurants, cafés, hospitality, events and large-scale catering activities.

Main duties and responsibilities

1. Supervise and coordinate food preparation and cooking activities.
2. Prepare and present food to agreed recipes, specifications and quality standards.
3. Ensure food production is cost-effective and waste is minimised.
4. Maintain compliance with food safety management systems and relevant legislation.
5. Contribute to menu planning, development and continuous improvement.
6. Respond professionally to customer feedback and requirements.
7. Provide high levels of customer service.
8. Adapt menus and food production where appropriate to meet dietary and customer requirements.
9. Support delivery across multiple kitchen or catering locations when required.
10. Deputise for senior chefs as required.
11. Monitor stock levels and minimise wastage.
12. Assist with ordering, goods receipting, stock control and inventory management activities.

13. Ensure food safety monitoring records are completed accurately.
14. Maintain kitchen equipment and facilities and report faults promptly.
15. Promote safe, secure and sustainable working practices.
16. Comply with all health and safety, food safety and environmental procedures.
17. Undertake other duties appropriate to the grade of the role.

Supervision received

Reports to the Head Chef and may receive day-to-day direction from senior kitchen personnel.

Supervision given

May provide day-to-day supervision, guidance and support to junior kitchen staff and temporary personnel.

Contact

Customers, colleagues, suppliers and contractors as required.

Terms and conditions

Working patterns will vary according to business requirements and may include evenings, weekends and public holidays. Due to the nature of hospitality and catering operations, the post holder will be expected to work flexibly across a range of trading periods, including daytime, evening, weekend and Bank Holiday working, in order to meet business needs and support the effective delivery of services.

The post holder is expected to demonstrate the University's [professional behaviours](#) through collaborative working, clear and respectful communication, integrity and confidentiality, accountability for their work, and a strong customer-focused approach.

This Job Description outlines the principal duties and responsibilities of the post at the time of writing and is intended to describe the general nature and level of responsibility associated with the role. It is not intended to be an exhaustive list of duties and responsibilities. The University reserves the right to amend the duties of the post from time to time to reflect changing business needs, provided that such changes remain consistent with the grade and overall purpose of the role.

This is a standardised Job Description and Person Specification applicable across multiple University catering and hospitality operations. Site-specific requirements, local procedures, reporting arrangements and operational details may vary and will be communicated through local documentation, recruitment materials and onboarding processes as appropriate.

Date assessed: July 2026

Person Specification

Job Title	School/Department
Chef de Partie	Campus Commerce – Whiteknights

Which stage these Criteria be assessed

A = Application

I = Interview

P = Kitchen-based practical Assessment (3 hours on-site)

Criteria	Essential	Desirable
Skills Required	• Able to prepare food following specified recipes and methods (P) • Good written and verbal communication skills (P) • Basic IT Skills (P) • Ability to recognise and deal with problems as they arise (P) • Ability to facilitate change, converting policies into operational actions (P) Organised and able to complete tasks within required time frames (P)	• Problem solving attitude and skills (P)
Attainment	• City and Guilds Hospitality and Catering - Level 2 (7132) or equivalent (A) • Level 2 Food Safety or equivalent (A)	• Level 3 Food Safety (A) • First Aid certification (A)
Knowledge	• Understanding of food preparation operations (P) • Ingredient and provisions knowledge (P) • Working knowledge of food production catering equipment (P)	• Knowledge of kitchen management systems (P)
Relevant Experience	• Worked in a commercial kitchen (A) • Experience of working in an environment operated under a HACCP food safety management system (A) • Experience of supervising a team (A)	• Experience working in Higher Education or Hotels (A)
Other	• Remain calm under pressure (P) • Keen to learn (P) • Excellent Customer Service focus (A & P) • Keen interest in food and drink (P) • Ability to cope with varying workloads whilst remaining calm and focused. (P)	• Full UK driving licence (A)

Completed By Matt Tebbit
Date 5 July 2024