



Candidate Briefing Document

Chef de Partie

Ref.044186

APPROVED: October 2026



Job Description

POST TITLE:

Chef de Partie

DEPARTMENT:

The Academy Restaurant – Hospitality and
Tourism Management

GRADE:

4 (£26,320 - £28,592 per annum)

RESPONSIBLE TO:

Head Chef

CAMPUS:

Belfast

PERMANENT

Full-Time

JOB PURPOSE

The Academy Chef de Partie will be responsible for supporting the Academy Head Chef, Culinary Training Officers and Sous Chef in the Academy kitchen taking responsibility for the effective execution of all dishes in particular sections ensuring consistent preparation, quality and presentation.

MAIN DUTIES

1. Leading dish preparation activities within section of the kitchen on a timely manner to a high level of quality and presentation.
2. Assisting the Junior Sous Chef and Head Chef in the development of menus and dishes for the Academy restaurant, culinary school, beverage school and commercial hospitality services, which appeal to those in target markets, support students' learning objectives and reflect the Academy's values and priorities, including support for local, artisan producers.
3. Overseeing the section kitchen team and students through professionally supportive teamwork and ensuring effective liaison with other sections and culinary training officers as required.
4. Overseeing, cooking and preparing meals, ensuring adherence to the highest standards food hygiene and health & safety management for kitchen services and operations, overseeing culinary techniques and taking responsibility for more technical elements of cuisine.
5. Making a key contribution to delivery of the Academy as an outstanding education environment, in collaboration with colleagues and external contributors, ensuring students' engagement in valuable experiential learning in line with curriculum requirements.
6. Liaising as required with the Academy Head Chef and Culinary Training officers for adherence of up-to-date legal compliance and best practice in line with policy and procedure.
7. Maintaining effective allergens policy to negate risk and ensure team knowledge and compliance, including accurate dish specifications across all elements of production and procurement.
8. Resourcefully solving any routine operational issues that arise and respond according to any problematic situations within the scope of the post.
9. Ensuring that food stock levels within the Academy relevant to their section are of sufficient quantity and quality in relevance to business and curriculum activity.
10. Keeping up to date with current market developments in hospitality, gastronomy and events to inform business decision making and benchmarking.
11. Supporting a 'continuous improvement' ethos, within all aspects of food production and sustainability and encourage creative and innovate contributions from other team members.
12. Maintaining a first class level of customer service ensuring that all customers and/or other staff and students are treated efficiently and in an appropriate manner.
13. Working within the relevant legislation, policies and procedures.
14. Providing required routine monthly, quarterly and annual reporting to management.

15. Actively supporting equality and diversity policies of Ulster University.
16. Attending training courses as identified and agreed for appropriate development.

At Ulster University, sustainability shapes how we work, make decisions, and support our communities.

All colleagues are expected to:

- Consider the environmental and social impact of their work.
- Reduce waste and carbon and use resources responsibly.
- Champion responsible and sustainable behaviours.
- Seek opportunities to improve and embed sustainable practices.

Together, we're building a more sustainable and resilient future.

All staff in the University have a responsibility to comply with the University's Equal Opportunities Policy and Health and Safety Policy.

Line Managers have particular responsibility for ensuring compliance with these Policies within their own area.

The University is committed to developing all employees and operates a Developmental Appraisal Review (DAR) which is mandatory..

You will be required to meet with your manager at least once every two years as part of the DAR process.

If you have line management responsibility for other staff, you will be required to conduct a DAR meeting with your staff at least once every two years.

Personnel Specification

ESSENTIAL SELECTION CRITERIA The tick indicates whether the essential criteria is to be assessed at application or interview stage. All essential criteria under Interpersonal Skills will be assessed at interview stage.		Evaluation Method	
		Application	Interview
Education and Professional Qualifications	Qualification(s) relevant to the post e.g. A levels, BTEC ND/C in Professional Cookery, NVQ3, City & Guilds level 3		
	or Appropriate and relevant experience as a Chef de Partie or above in a food and beverage setting offering a range of high end dining experiences including restaurant, and banqueting service.	✓	✓
Previous Experience and Training	Demonstrable experience of kitchen operations, food planning and preparation as well as compliance with health and safety best practice in the kitchen; including tracking stock levels of food, supplies and equipment	✓	
	An understanding of and passion for developing innovative menu items.		✓
	Ability to be self-supporting in standard Office packages (eg Word, Excel), with ability to learn and use other packages.		✓
Job Related Achievements	Ability to demonstrate culinary skills, kitchen procedures and processes to other staff and students with a methodical approach.	✓	
	Ability to work in all kitchen sections.		✓

Interpersonal Skills	Effective written and oral communication skills, excellent interpersonal skills and ability to form effective working relationships, with drive, commitment and passion to succeed.		✓
	Evidence of the ability to remain resilient and professional when dealing with challenging issues, circumstances and individuals.		✓

Other Factors	A strong personal commitment to professional values and integrity, showing evidence of a personal commitment to your own continuous professional development.	✓	
	Flexible approach to working hours.		✓

DESIRABLE CRITERIA	
The desirable criteria below are in ranked order of importance/relevance to the role and may be used in the shortlisting process.	
1.	Experience of working in a sustainable kitchen/environment.
2.	Experience of supervising and working with a diverse team with proven ability to gain support of colleagues.

How to apply

Application is by submission of a completed application form by 23:30 on the stated closing date.

Please click [here](#) to view our vacancies and apply online.

The University will conduct a shortlisting exercise based on the written information you have provided.

The initial shortlisting exercise will be based on the identified criteria from the personnel specification.

It is our policy not to accept CVs as an alternative to completing the University's application form.

We may create a 12-month waiting list for the same or similar roles within the Department / Faculty. The University reserves the right to extend the waiting list across the University if required for certain posts.

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