Job Description	
Job title	Chef de Partie
Department	Catering
Reports to	Head Chef

This document outlines the output and key accountabilities required of the post holder, as well as skills, qualifications and experience needed in order to carry out the role. It is not a definitive list.

Purpose of the role

The Chef de Partie role will support the Head Chef and Sous Chefs in achieving the highest possible standards of food preparation and presentation to both the College's community and commercial conferencing clients. You will pride yourself on customer satisfaction and seek to be creative.

Background information	
Based at	Gonville and Caius College, Trinity Street, Cambridge.
Hours of work	40 hours, 5 days per week (5 out of 7 days per week, fixed two-weekly rota including evenings – every other weekend off)
Contract type	Full time; Permanent
FTE	1.0
Qualifications	NVQ Level 2 in professional Cookery or Equivalent (minimum)
Key skills	• Good cooking skills and knowledge • Section management • Familiarity with operating in a fast paced, large volume environment • Able to use own initiative • Organised and methodical
Work experience	Minimum 5 years' experience of working in a professional kitchen
Budget Responsibilities	No

Main duties and Responsibilities	Time / Frequency (e.g. Daily / wk / monthly / as required
• To prepare and present food at the required time and to expected standards	Daily
• To lead on and communicate changes that occur to other members of the team, especially junior chefs	Daily
• To work to and maintain the highest standards of hygiene and food safety.	Daily
• To adhere to all HACCP and Health and Safety of the college	Daily

Main duties and Responsibilities	Time / Frequency (e.g. Daily / wk / monthly / as required
• To maximise safe usage of food, ensure stock rotation is always enforced, minimise waste and personal hygiene is of the utmost importance	Daily
• To run sections of the kitchen, taking responsibility of workload, keeping up standards and organising ordering for the section	Daily
• To ensure the correct methods and recipes are being followed	Daily
• Daily duties on training and supporting development	As required
• To act as a shift leader in the absence of Junior sous chef	As required
• To carry out any other duties as required by the Head Chef & Sous Chefs	Daily
• To be involved in some menu planning	As required
• To be aware of food allergies and the appropriate measures in place to deal with these	Daily
• Work within budget constraints	Daily
• Support Pastry where needed, following modern pastry and classic recipes	As required
• To support and execute the delivery of all events both internal and external	Daily

FURTHER REQUIREMENTS & INFORMATION RELEVANT TO THE ROLE

Additional role requirements			Yes	No
Uniform required			x	
Training requirements	**Atlas ID**	**Duration**	**Yes**	**No**
Bullying & Harassment for Employees	108	28	x	
COSHH	628	26	x	
Cyber Security Awareness	6428	39	x	
Equality, Diversity & Inclusion	3874	60	x	
Essential Health and Safety Training	2227	49	x	
Fire Awareness	415	39	x	
Food Allergy Awareness	2207	39	x	
Food Safety & Hygiene (Level 2)	1886	70	x	
GDPR UK: Essentials	3627	38	x	
HACCP Level 2	1109	35	x	
Lone Worker Safety	4738	46	x	
Manual Handling	471	35	x	
Personal Protective Equipment (PPE)	2613	30	x	
Sexual Harassment Awareness	498	23	x	
Slips, Trips & Falls	1913	30	x	

Team Responsibilities

- Participate in team meetings when required.
- Share ideas for improvements.
- Help other employees when you have spare capacity or time.
- Help cover staffing shortfalls when required.
- Help to keep the department calm by working well and showing consideration for others.

This role profile outlines the duties required at the current time to indicate the level of responsibility. It is not intended to be a comprehensive or exhaustive list and may be varied by the College management to include other reasonable requests which are up to the same skill level, and of the same type, already undertaken and which do not change the general character of the job or the overall level of responsibility.

Health and Safety

All employees must adopt a responsible attitude towards health and safety and to comply with any procedures as required by the College in order to ensure the health and safety of themselves, their colleagues and any other persons that may be affected by their actions. They must be prepared to undertake any training provided in relation to health and safety or which is identified as necessary in relation to their work.

Continuous Professional Development

Caius is supportive of continuous professional development and opportunity for training and development will be provided.

Person Specification

Job title	**Chef De Partie**
Department	Catering
Reports to (Position Title)	Head Chef

	Criteria	Essential /Desirable	Assessment Method: **A** = Application **I** = Interview **T** = Test
Qualifications and Training	• NVQ Level 2 in professional cookery or equivalent work experience as a CDP	Essential	A/I
	• Current Certificate in Food Hygiene	Desirable	A
Knowledge, Skills & Proven abilities	• Experience, gained in a busy commercial environment	Essential	A/I
	• Experience of a University or College environment	Desirable	A/I
	• Supervising experience	Essential	A/I
	• Basic computer skills	Desirable	A/I
	• Clear communication skills	Essential	A/I
	• Excellent understanding of allergen management and labelling	Essential	A/I
Behaviours	• Enjoys working as part of a team and able to use own initiative	Essential	I
	• Trustworthy and hardworking	Essential	I
	• Clean, tidy and presentable	Essential	I
	• Flexible and approachable attitude	Essential	I
	• Able to work in a fast-paced environment	Essential	I