

# Queenswood

PERSON SPECIFICATION  
AND JOB DESCRIPTION



## Chef de Partie



## JOB DESCRIPTION

<b>Job Title:</b>	Chef De Partie
<b>Reporting to:</b>	Head Chef/ Kitchen Manager, Sous Chef, Catering Management
<b>Reporting to the job holder:</b>	Kitchen Porters, Gen Catering Assistants (when shift responsible), Agency
<b>Overall Purpose:</b>	<p>To be part of the Kitchen Team playing a key role in the kitchen</p> <p>To prepare, cook and present food to Queenswood's standards</p> <p>Regulation of food production and service standards</p>
<b>Main Tasks:</b>	<p>Safeguarding the welfare of children in accordance with Queenswood's Child Protection policy</p> <p>Preparation of Hot and cold food according to</p> <ul style="list-style-type: none"> <li>• <i>Pupil and Staff meal specification</i></li> <li>• <i>Daily menu cycle</i></li> <li>• <i>Appropriate section (Breakfast, mains, pastry, salads)</i></li> </ul> <p>Ensure food is prepared within food safety and hygiene standards</p> <ul style="list-style-type: none"> <li>• <i>Temperature records are completed</i></li> <li>• <i>Food is labeled and stored correctly</i></li> </ul> <p>Ensure responsibility for Duty Shifts</p> <ul style="list-style-type: none"> <li>• <i>If manager not present, to take lead through service</i></li> <li>• <i>Opening up in morning if applicable</i></li> <li>• <i>Closing down and locking up in evening</i></li> <li>• <i>Ensure responsibility for directing kitchen porters</i></li> <li>• <i>Ensure dishes produced are to required standard and presentation</i></li> <li>• <i>Complete appropriate set up is in place for following shifts</i></li> <li>• <i>Ensure work area is cleaned and maintained</i></li> <li>• <i>Assist in preparation of menus</i></li> <li>• <i>Record food production and wastage</i></li> <li>• <i>Strive to reduce costs and meet budgetary targets</i></li> <li>• <i>Demonstrate a high standard of customer service</i></li> <li>• <i>Demonstrate good communication skills with the whole school community</i></li> <li>• <i>Carry out additional tasks concerned with the operation of the unit as and when required</i></li> <li>• <i>Assist in preparation and cooking of food for special functions</i></li> </ul>
<b>Organisation Chart:</b>	<pre>     graph TD       CM[Catering Manager] --- HC[Head Chef/ Kitchen Manager]       CM --- ACM[Assistant Catering Manager]       HC --- SC[Sous Chef]       SC --- CDP[Chef De Partie]       CDP --- KP[Kitchen Porters]       CDP --- GCA[General Catering Assistants]       CDP --- AW[Agency workers]   </pre>
<b>Skills, Knowledge and Experience</b>	<p>An understanding of the role from the information provided</p> <p>Proof of chef qualifications</p> <p>Good communication skills</p> <p>Good team worker</p> <p>Health and Safety knowledge</p> <p>Flexible and responsible approach to work as this role demands</p>
	<p><b>Signed:</b></p> <p><b>Dated:</b></p> <p><b>Management:</b></p>