

Queenswood

PERSON SPECIFICATION
AND JOB DESCRIPTION



Chef
de Partie



JOB DESCRIPTION

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