

JOB DESCRIPTION

Chef de Partie



HARROW
SCHOOL

DEPARTMENT	Catering
REPORTS TO	Sous chef / Executive Head Chef.
RESPONSIBLE FOR	N/A
WORKING PATTERN	Average of 40 hours per week to be worked across a 3-week rota. Flexible shifts to be worked over 5 days out of 7 including evenings and weekend (your employment contract will give full details)
ISSUE/REVISION DATE	October 2023

THE ROLE

To take an active role within the team of loyal chefs, producing innovative, varied, cost-effective and healthy food to serve in both the central dining hall and other venues throughout the School. The role focuses on food production and service delivery, working with quality ingredients to deliver the highest standard of product, to a demanding customer base. As Chef de Partie, you will be expected to work in rotation to ensure all production and service stations are covered, and you will be required to work on bespoke and prestigious events throughout the calendar year. In this diverse function, there will be an opportunity to develop experience of general kitchen management practices, ordering and stock-control procedures, menu planning and costing, managing food safety and wastage reporting.

EMPLOYEE EXPERIENCE

Here is an insight from employees in the chef team on what they enjoy about working at Harrow.

CATERING FOR EVENTS

- **Variety.** This role isn't just about providing school meals. The department also caters for high-end events such as weddings, private parties, sports events, buffets, afternoon teas etc., which provides variety and interest.
- **Fine dining.** Chefs hone their skills producing food that is beautiful and accomplished, to surpass the expectations of our most exacting clients.
- **High-profile events.** Harrow School is a sought-after destination for well-known clients that include nationally recognised sporting organisations and internationally renowned guest speakers.

CREATIVE OPPORTUNITIES

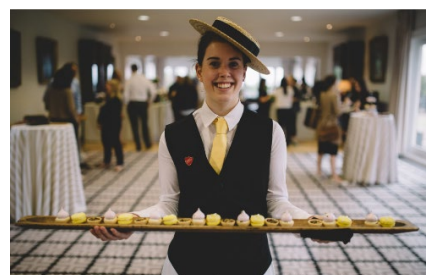
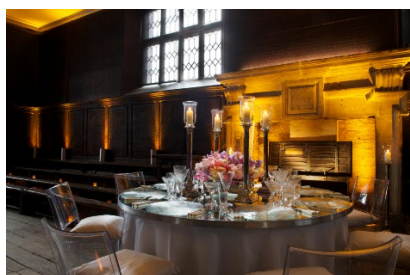
- **Homemade food.** This is not a role where food is mostly bought in and simply heated up or served straight from the box for the staff and pupils. Approximately 80% of the food is created from scratch, because the School prides itself on nutritious, home-made food for the boys.
- **Menu design.** The catering managers encourage and expect input and creativity during the regular meetings to discuss menus for the School and events. The Kitchen Assistants and Chefs of all levels of seniority give feedback on whether the menu was easy to prepare and serve. The team are free to use high-end ingredients to experiment with new trends and produce menus that would not be out of place at some of the finest hotels in London.

WORK LIFE BALANCE

- **Shift patterns.** The role is an average of 40 hours per week, but staff are not generally expected to work double shifts that last all day and continue until the kitchen closes. You will work either an early shift or a late shift, but not both. The shift patterns support each other with prep for the next shift and it is generally considered to be a well-run, efficient kitchen.
- **Seasonal workflows.** Although it is busiest during term time, the workload eases during half terms and school holidays. The team takes advantage of these quieter periods that you don't get in a standard hotel/restaurant by getting jobs done that make the department more efficient, making preparations for the busy times, receiving training or taking holidays.
- **Christmas closure.** Whereas most catering establishments are at their busiest during the festive period, the team at Harrow always have time off over Christmas. The boys leave site in early December, and although events take place in December, many staff take time off, and the School is completely closed every year for at least 5 days that incorporates the Christmas and New Year period.

PERSONAL DEVELOPMENT after probation

- **Professional training.** Our kitchen team are well trained in health, safety and best practice. Our chefs have the opportunity to complete the Level 3 Food Safety certificate funded by the School and important for kitchen professionals in the industry. Staff with no catering qualification who display a passion for food and a commitment to their own development are sometimes supported to complete an accredited apprenticeship by partnering with a local catering college.
- **Work experience.** Our well-connected catering managers often release kitchen staff to spend a week during the School holidays working in the kitchens of famous Michelin starred hotels/restaurants in central London. It gives staff a rare insight into other renowned fine dining establishments and they bring back techniques and ideas to enhance the professionalism of the School's kitchen and menus. Our staff can also spend time working with our suppliers to better understand their challenges and the other areas of the supply chain before the food is delivered to us.
- **Specialised courses.** Our chefs attend courses to develop the skills of their own specialism, e.g. patisserie, butchery.



BACKGROUND

THE DEPARTMENT

The Catering Department produces over 3,000 meals per day during term time and over 25,000 packed meals per year. Meals are served in the Central Dining Hall and the Shepherd Churchill Room, an exclusive dining room for Masters and event use. The School also caters for sports teas, open days, parents' meetings, departmental dinners, meetings and working lunches in various locations throughout the Harrow School estate. In addition, it runs a tuck shop, known as the Hill Café, which provides hot and cold snacks for the boys.

The Catering Department also works closely with Harrow School Enterprises Limited (HSEL), the School's trading arm, providing catering and hospitality services for Easter Revision Courses, Oxbridge Preparation Courses, Residential Summer Schools and events including conferences, dinners, afternoon teas and wedding receptions. HSEL's programmes can account for up to 2,000 meals per day outside term time. The operation of Summer Schools alongside a varied events programme requires high quality and dedicated staff throughout.

THE SCHOOL

Harrow School is one of the world's most famous schools. Founded in 1572 by a local yeoman farmer, John Lyon, under a Royal Charter granted by Queen Elizabeth I, it is located on a 324-acre estate encompassing much of Harrow on the Hill in north-west London. Around 830 boys aged 13 to 18, who come from all over Britain and across the world, live in the School's 12 boarding Houses, and there are about 120 teaching staff and over 500 non-teaching staff. All members of staff work to a single, uniting purpose: to prepare boys with diverse backgrounds and abilities for a life of learning, leadership, service and personal fulfilment.



KEY RESPONSIBILITIES AND DUTIES

This job description reflects the core activities of the role and is subject to change as the department and the post holder develop. The School expects that the post holder will recognise this and will adopt a flexible approach to work. In addition, the post holder will be expected to undertake such other duties within the scope of the role as may be required by the line manager.

Cooking and menu preparation

- Support all core catering requirements and hospitality catering requests.
- Support daily and weekly food preparation to comply with production schedules and standard recipe specifications.
- Adhere to quality-control processes to ensure the highest quality end product.
- Ensure only the freshest and most appropriate ingredients are used at all times.
- Ensure that all items detailed on the menu are available at the start of and throughout each service. In liaison with senior chefs, change the product offer, should product items be running low during service.
- Assist the senior team in planning and preparation for all special events, delivered services and non-core activity and ensure that all events are catered and delivered to the best of your ability
- Act as the lead chef for specific functions and support HSEL, as directed by the senior team
- Follow 'High Street' and contemporary trends to ensure that you keep up to date with current thinking and trends within the sector
- Assist the senior team in designing, costing and developing new ideas for theme nights, barbeques, special events and commercial hospitality event catering concepts.
- Support the management of stock control, portion control and wastage

Health and Safety

- Maintain meticulous hygiene standards and comply with all health and safety and food safety policies and procedures, including HACCP, COSHH, accident and near-miss reporting, manual-handling training and risk assessments and report any incident that may result in potential contamination or compromise of food safety or health and safety legislation to the Executive Head Chef.
- Ensure recipe work sheets are always followed when preparing food and that deviations from recipe work sheets are authorised by the Executive Head Chef or Sous Chef who will update the allergen sheets and ensure all staff are aware and briefed of the changes and adhering to the Allergen Policy.
- Pay special attention when ordering and preparing food for customers with dietary requirements and food intolerances.
- Maintain appropriate records for temperature of product and equipment, in line with due diligence reporting
- Maintain and implement cleaning schedules and ensure 'clean as you go' practices are followed
- Maintain all equipment within your operating area, through due care and diligence, and ensure catering equipment faults are reported to the senior team and that equipment is taken out of service or labelled appropriately if deemed unsafe
- Participate in maintenance of the kitchen equipment and regular cleaning in line with detailed cleaning schedules.

Communication

- Work collaboratively with all colleagues to ensure the ethos of 'one team' is embraced at all times.
- Participate in staff briefings at the start of the working day and ensure this continues at shift handovers
- Work co-operatively with other departments throughout the School
- Develop an understanding of the Caternet procurement system

General duties and teamwork

- Support all core catering requirements and hospitality catering requests.
- Understand and embrace the need for flexibility regarding rostering, work location and cover for unplanned absence, and be willing to support the senior team should such cover be required
- Embrace continuous professional development and actively participate in coaching and training activity, both on and off site, and attend mandatory and department training as requested.
- Implement practices that encourage energy saving and green thinking
- Deputise for the Senior Chefs de Partie as required
- Participate in other duties that may be required, such as stock taking, supplier audits, deep cleaning, EHO inspection and equipment training.

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible or with whom s/he comes into contact will be to adhere to and ensure compliance with the School's Safeguarding and Child Protection policies and procedures at all times.

If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School s/he must report any concerns to his/her line manager or the School's Safeguarding Lead.

This position is subject to an enhanced check with the Disclosure and Barring Service in the event of a successful application. Copies of the School's Code of Practice and Policy on the Recruitment of Ex-Offenders is available from the HR Team. It is an offence to apply for the role if the applicant is barred from engaging in regulated activity relevant to children.

PERSON SPECIFICATION

QUALIFICATIONS, EDUCATION AND TRAINING

ESSENTIAL

- An NVQ Level 1 or 2 (or equivalent), recognised within the UK hospitality industry
- City and Guilds 706/1 & 2 (or equivalent), recognised within the UK hospitality industry
- Evidence of previous health and safety, risk assessment and COSHH training
- Professionally recognised food hygiene accreditation

KNOWLEDGE AND EXPERIENCE

ESSENTIAL

- Demonstrable kitchen experience in a mass-catering operation or high-end hospitality kitchen
- Experience of working in a brigade where flexibility and teamwork are at the heart of the kitchen
- Kitchen stock and ordering experience
- Experience of working in a front-line, customer-facing environment
- Experience of working in a fast-paced environment
- Experience of using IT, with a basic knowledge of Word, Excel, catering booking systems and purchasing systems
- A proven working knowledge of English and continental cookery, and first-rate culinary skills
- An understanding of produce, ingredients, food allergies and intolerances, and experience in delivering dishes to meet specific consumer needs

DESIRABLE

- Experience working in a banqueting or event environment

SKILLS AND ABILITIES

ESSENTIAL

- Ability to demonstrate initiative and to work unsupervised
- Excellent organisational skills with the ability to achieve and maintain high standards to ensure you create consistently good, creative and cost effective food, adhering to standard specifications
- Strong verbal communication skills
- Ability to deal confidently with enquiries and feedback from House Masters, Matrons, senior managers, prospective clients, colleagues and pupils, and to interpret consumer needs, offering practical solutions to any anticipated challenges
- Ability to plan, prioritise, multi-task, delegate (as required) and work quickly and efficiently, ensuring deadlines are met irrespective of conflicting priorities
- Ability to support the senior brigade in producing high quality food for exclusive events
- Ability to show initiative and be self-motivated when working alone or tasked with routine duties
- Excellent inter-personal skills with the ability to communicate clearly in English
- Good telephone manner
- Effective written communication skills
- Ability to establish strong working relationships with colleagues from different functions and of diverse backgrounds
- Ability to think and work quickly and calmly while under pressure
- Ability to represent the ethos of the Harrow School Catering team
- Meticulous attention to detail with a high standard of personal presentation
- Ability to deal with confidential matters discreetly

PERSONAL ATTRIBUTES

ESSENTIAL

- A team player who wants to make a difference and can support the development of the junior brigade.
- Enthusiasm, willingness, versatility and flexibility to work unsocial shift patterns (including evenings and weekends)
- Polite and professional manner
- Pro-active and pragmatic, with a can-do attitude

SCHOOL VALUES AND BEHAVIOURS

All staff are expected to conduct themselves in line with the School's values which are: **Courage, Honour, Humility** and **Fellowship**. While the School's values set out what matters most to us, the behaviours below are intended as a shared set of expectations to refer to, and standards to aspire to, in our dealings with others. They are the practical application of our values.

COURAGE

- We remain optimistic and purposeful in a disrupted world.
- We take responsibility for our decisions, even the hard ones.
- We always challenge poor behaviour in ourselves and others.
We are open to new ideas, and seek fresh challenges.

HONOUR

- We keep our promises.
- We act with integrity – doing the right thing, even when it is difficult or when no one is watching.
- We respect and value our traditions whilst setting them in the context of today.

HUMILITY

- We work hard to serve others within the School and across our wider communities where possible putting their interests before our own.
- We give and seek honest and appropriate feedback, reflect on our failures and learn from them.
- We support each other through challenges and whatever the outcome, we celebrate those that took part.

FELLOWSHIP

- We respect each other and value our differences, knowing that we are more effective and more resilient working together.
- We are kind and inclusive; we value the contribution that each of us makes.
- We role model the behaviours that we would like to see in others; we ask only of others what we would be prepared to do ourselves.