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# JOB DESCRIPTION

**JOB TITLE:** Chef de Partie

**GRADE:**  AS18

**REPORTING TO:** Sous Chef/Chef Manager

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**ROLE OVERVIEW**

To oversee and prepare all food delivery for the serveries along with any other related catering duties/functions.

**KEY FUNCTIONS**

* Oversee, prepare, cook and deliver food for the serveries
* Ensure opening and closing checks are completed thoroughly (if you are first in or last out of kitchen)
* Undertake responsibility for the school catering provision during the shift, making sure that all required standards of service are maintained
* Record all temperature checks correctly on the daily journal, recording both food and all refrigeration equipment
* Ensure that all section cleaning schedules are kept up to date. All jobs completed by the team are signed off by Chef Manager at the end of the shift
* Work within set guidelines of the Health and Safety and Hygiene legislation, to ensure that high standards are maintained at all times
* Inform the Chef Manager/Deputy Manager of any breakdowns/defects in equipment, food or concerns relating to food safety
* Support other catering team members, as and when required
* Be responsible for filling out and returning your order sheets to the relevant Manager
* Be aware of and adhere to applicable rules, regulations or legislation e.g. Health and Safety, Food Hygiene Laws and School Food Policy as well as other School Policies
* Assist at catering functions, as and when required

**PERSON SPECIFICATION**

***Essential Criteria***

* Demonstrable experience of working to high standards in all kitchen **areas\*** (see below) on the chef rota, in both food preparation and presentation
* NVQ Levels 1 and 2 in Food and Catering, or an equivalent recognised qualification
* Basic Food Hygiene Certificate
* A working knowledge of COSHH (although specific training on our chemicals and use of will be provided)
* Previous proven volume Catering experience, within a team environment
* A flexible, adaptable, motivated and proactive working style, with ability to work on own initiative
* Ability to prioritise and manage own time & work
* Ability to work safely with Health and Safety & Welfare in mind at all times
* Passion and enthusiasm for food production
* Ability to communicate effectively with both pupils and colleagues at all levels of seniority
* Demonstrable organisation skills, with the ability to prioritise and work effectively in a busy kitchen environment, whilst maintaining compliance with School policies and procedures
* Good timekeeping standards
* A team player with a record of being prepared to help others out in the delivery of catering as and when required
* Sensitive to both the Methodist ethos of the School and the principles of independent education

***Desirable Criteria***

* Food Hygiene Certificate – Intermediate Level

**\*Areas within the Kitchen:**

Main Course

Prepare the main courses, soup and pasta/jacket potato bar for the School lunch - including all preparation - from the weekly menu cycle

Boarder’s Breakfast:

Cook and present boarder’s breakfast and prepare breakfast provisions for the next day

Prepare all items required on the Salad Bar including any Protein requirements

Pastry:

Prepare, cook and serve all Hot and Cold Desserts for main school lunch and any cakes/desserts required for functions or members of staff

Boarder’s Tea:

Prepare and cook boarder’s tea according to the weekly menu cycle

**ADDITIONAL**

* Training to operate equipment will be provided as necessary
* Truro School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and behave accordingly. Although there is no direct responsibility for children, this role will involve daily contact with pupils.
* This job description sets out current duties of the post that may vary from time to time without changing the general character of the post or the level of responsibility entailed.

**Date Prepared:** March 2020

**Prepared by:**  Chef Manager