

## Chef de Partie

### The Role

<b>Job title:</b>	Chef de Partie
<b>Department:</b>	Commercial Services Department (Catering/Kitchen)
<b>Responsible to:</b>	Executive Head Chef
<b>Location:</b>	Cirencester, Gloucestershire
<b>Salary:</b>	Grade 4 - £22,680 - £25,742 per annum
<b>Term:</b>	Permanent, Full time, average 35 hours per week on a variable hours basis, as and when required on a rota system
<b>Relationships with:</b>	Suppliers, staff, students, visitors and colleagues within the industry.

### Purpose

Assist with the day to day preparation of food and staff supervision. To assist with the stock, health & hygiene procedures and ensure they are followed in accordance with the catering department guidelines. To maintain high standards of food production, customer service and care, and possess a good product awareness and knowledge.

### Key Responsibilities

- 1 Prepare dishes or foodstuffs for service in the food outlet in liaison with the senior Chefs.
- 2 Follow directions from supervisors and senior chefs whilst carrying out the duties of the service. Contribute as a team member to influence seasonal menus, ideas and suggestions in keeping with departmental KPI's.
- 3 Train and supervise Commis chefs and Kitchen Assistants
- 4 Supervise and prepare foods for special functions as required
- 5 Follow recognised standard recipes, be aware of weekly menus

- 6** Ensure that the kitchen stores and other potential areas of loss are secured at all times according to the instructions laid down by the management. This includes working efficiently and minimising waste.
- 7** Ensure that the highest standard of food hygiene and Health & Safety is maintained at all times as laid down by the Food Hygiene Regulations.
- 8** Ensure that the quality, quantity, temperature and appearance of the completed dishes are of the highest possible standard before being served.
- 9** Report and where possible, to attend to and take necessary action, statutory and otherwise, in the event of accident, fire, loss, theft, lost property, damage, unfit food or other irregularities and complete the necessary return and/or report.
- 10** Ensure that University and statutory regulations pertaining to the safety and hygienic operations of the kitchen and ancillary areas are adhered to by you and others in the kitchen.
- 11** Ensure that as part of your duties you minimise energy consumption e.g. Water and electricity and maximise the recycling opportunities for waste. Encourage staff awareness of the impact of their actions on the environment.
- 12** You will from time to time be required to undertake other duties of a similar nature as reasonably required by your line manager.

## General responsibilities:

- The University is committed to equality of opportunity. All staff are required to comply with current legislation, University policies and good practice guidance.
- All staff are required to act in a way that safeguards the health and wellbeing of children and vulnerable adults at all times. The post holder must be familiar with and adhere to appropriate safeguarding policies and guidance and participate in related mandatory/statutory training. Managers have a responsibility to ensure their team members understand their individual responsibilities with regard to safeguarding children and vulnerable adults.
- All staff are required to participate in the University appraisal process and should ensure they are familiar with the process and plan time to prepare for their appraisal. Following the appraisal, staff are expected to undertake in any necessary learning and development and work towards the objectives that have been set.
- The University expects staff to attend any training designated as mandatory and to undertake learning and development activities to support their role. Managers must facilitate learning and development within their teams.
- It is a condition of employment that staff will not disclose any information obtained in the course of their duties other than to those entitled to receive it. The post holder must ensure that the confidentiality of personal data remains secure and that restricted information or highly restricted information to which they have access remains confidential during and after

their employment at Royal Agricultural University. All staff must undergo appropriate data protection training as required.

- All absence from work must be reported in accordance with the University's absence procedures and recorded on iTrent.
- The University acknowledges its responsibility to provide a safe, smoke free environment, to its employees, service users and visitors. It is the policy of the University not to allow smoking on University premises other than in specifically designated areas.

## Person Specification

<b>Requirements</b> The post holder must be able to demonstrate:	<b>Essential or Desirable</b>	<b>Measured By</b> A) Application Form B) Interview C) Presentation
<b>Qualifications:</b>		
City and Guilds 706 1, 2 or equivalent	E	A
<ul style="list-style-type: none"> <li>• Intermediate Hygiene Certificate and HACCP Certificate</li> </ul>	E	A
<ul style="list-style-type: none"> <li>• Sound knowledge of H&amp;S and Food Safety, HACCP requirements, allergies and dietary needs.</li> </ul>	E	A, B
<b>Knowledge, Experience and Skills:</b>		
<ul style="list-style-type: none"> <li>• Able to demonstrate current food trends and innovations within our industry</li> </ul>	E	A, B
<ul style="list-style-type: none"> <li>• IT literate to include MS Word and Excel</li> </ul>	E	A
<ul style="list-style-type: none"> <li>• Training Skills</li> </ul>	D	A
<ul style="list-style-type: none"> <li>• Experience of volume catering operations</li> </ul>	D	A
<ul style="list-style-type: none"> <li>• Knowledge and skills associated with High End hospitality, educational background and/or contract catering</li> </ul>	D	A, B
<ul style="list-style-type: none"> <li>• Demonstrate the ability to lead and work within a team</li> </ul>	D	A, B,
<ul style="list-style-type: none"> <li>• Ability to plan and organise workload of others</li> </ul>	D	A, B
<ul style="list-style-type: none"> <li>• Ability to control day to day costs and demonstrate GP and selling price calculations</li> </ul>	D	A, B
<ul style="list-style-type: none"> <li>• Demonstrate menu planning skills, understand seasonal variations, menu balance, ingredient variation and rotation, innovation/trends texture, colour and balance</li> </ul>	D	A, B
<ul style="list-style-type: none"> <li>• Flexibility to work weekends and evenings</li> </ul>	E	A,B

## Application Procedure

If you are interested in applying for this role, please send:

- University [Professional Services Application Form](#) together with the [Equal Opportunities Monitoring Form](#) available on the University website [www.rau.ac.uk](http://www.rau.ac.uk)) – you may attach your up to date CV if you wish to add additional information.
- Details of two referees who must be people who can comment authoritatively on you as a person and as an employee in relation to the level of the post, and must include your current or most recent employer or their representative.
- Please forward to the HR Team, Royal Agricultural University, Cirencester, Gloucestershire, GL7 6JS or via email to [jobs@rau.ac.uk](mailto:jobs@rau.ac.uk) stating where you saw the advert for the role
- **Closing date:** 12<sup>th</sup> October with **Interviews on:** 23<sup>rd</sup> October
- Should you be selected for interview please be aware that we are unable to reimburse interview expenses.

**The RAU is an equal opportunities employer and we particularly welcome applications from black and minority ethnic candidates as they are under-represented within the RAU at this level**