

Westminster College, Cambridge: Job Description

Position: Chef de Partie
Full time - 36.5 hours per week (includes evenings and weekends)
University grade 4 – £27,396 to £28,131

Reporting to the Hospitality Manager through the Head Chef, but working as part of a wider team, you will be responsible for all aspects of the college's food preparation business. This will include helping the Head Chef or Sous Chef in delivering the right amount and quality of food for the business and always following food safety regulations. Your main objective will be to help ensure that the highest possible standard of food preparation and presentation are provided by the College Catering Team to students, staff, visitors and commercial conference business within given costs and budget parameters. You will have an intermediate level of skills, personal professional competence, and organisation. You will be as creative as you can be, take initiative when appropriate and participate fully in the smooth running of the College.

General responsibilities

- Organise your time and work without continuous supervision.
- Have pride in your work, work to a high standard and provide a high level of service.
- Respect the privacy of residents.
- Work in a safe and conscientious manner, observing health and safety requirements, including those relating to COSHH, manual handling, working at height and fire regulations.
- Alert the Head chef or Sous Chef of any concerns or opportunities.

Particular responsibilities

You will:

- Work with the Head Chef and other chefs and the Catering Assistants, to provide consistently high-quality food and service in the Dining Hall and all other food service outlets and at all internal functions and for all College conference activities.
- Work with all staff in line with good management principles; deploy staff to maximum efficiency; and ensure that the highest possible standards of work are achieved consistently.
- Participate in staff induction, training, and development activities, and maintain appropriate records.
- Undertake regular Health and Safety checks of equipment, premises, and working practices, and ensure that necessary remedial action is taken as appropriate; retain relevant Environmental Health documentation.
- In conjunction with other team members maintain, purchase, store, and quality-check all food products for the Catering Team; check invoices against delivery notes; ensure the secure and correct storage of all consumables; and ensure appropriate stock rotation.
- Undertake menu planning in conjunction with the Head Chef and Sous Chef to create and cost dishes for the weekly menu, and other functions as required; confirm daily numbers; minimise food wastage; and maintain appropriate records.
- To be familiar with, and work in accordance with, all College policies and procedures.
- To participate in training designed to minimize occupational risks. This may include manual handling training and other training.
- To undertake or participate in any other duties or tasks as reasonably directed or requested by your managers.
- During busy periods (e.g. College Functions and conferences), you may be asked to alter your shifts or to assist other department activities. As much notice as possible will be provided to you on such occasions.
- Westminster College will be responsible for providing regularly laundered protective clothing, plus supplying Safety Shoes whilst on duty.

- Follow recipes and instructions from Head Chef or Sous Chef to deliver menus for students, staff and conferences and events within the college.
- To support Head Chef or Sous Chef in development of catering services.
- To carefully ensure quality, nutritional balance diet for residential students.
- To follow the shift rota pattern as business requires.
- To observe, follow all legislative Health and Hygiene practices and policy.
- To accurately record and follow HACCP's information's, to manage and critical control points log.
- To follow and adapt to new methods, dishes and appliances instructed by the Head Chef or Sous Chef
- To work efficiently with the Catering Staff.
- To assist with clearing, washing, and storing crockery, cutlery and equipment required during and by the end of each shift.
- To ensure cleaning schedules are completed appropriately.
- Any other task as directed by the Hospitality Manager, which are consistent with the aims of this post.

Other matters

You will have a flexible approach to working hours and be prepared to work evenings and weekends.

You will familiarise yourself with and always comply with regulations, policies and procedures of the College including Health and Safety and Fire regulations.

You will always act in the best interests of the College.

You will act within any standing orders or financial limitations imposed by the Governors, Management committee, Principal, Bursar, or the Hospitality Manager.

Expected Standards

- **Communication** - Communicate effectively with colleagues and internal and external customers
- **Equality and Diversity** – Act in ways that support a culture which promotes equality and values diversity.
- **Health, Safety and Security** – Act in ways that protect own and others' health, safety, and security.
- **Customer service** – Deliver excellent customer service.
- **Personal and People Development** – Take responsibility for own personal development and develop skills and knowledge to enable effective work performance.

Further details available in Expected standards document

Person Specification

ESSENTIAL	DESIRABLE	MEASUREMENT
1. Education and Training		
<ul style="list-style-type: none"> Educated to GCSE / NVQ2 level or equivalent with good spoken English. City and Guilds 706 1/2 qualification, level 3 or higher NVQ in an appropriate subject or equivalent or knowledge gained through experience of working in a kitchen catering environment. Minimum of level 2 Food Hygiene Certificate. 	<ul style="list-style-type: none"> Qualification in professional cookery completed or underway 	Application Form / Interview
2. Relevant Experience		
<ul style="list-style-type: none"> Familiar with working in a kitchen catering environment. Awareness of the Food Safety Act 1990, Food Hygiene (General) Regulations 1970 and 1987, COSHH Regulations 1988, and Health and Safety at Work Act 1974 and able to work in accordance with this legislation. Essential recent and relevant experience working in a kitchen environment. Experience of working independently and within a team 	<ul style="list-style-type: none"> Experience in fine dining kitchen environment Experience in College kitchen 	Application Form / Interview
3. Special Knowledge and Skills		
<ul style="list-style-type: none"> Organisational, time management, and planning skills. Ability to work with other staff and a willingness to adapt a hands-on approach in a varied and demanding team environment. Disciplined, talented, and committed team worker. Reliable, methodical, and thorough in all tasks undertaken. Ability to remain calm during times of pressure and in the face of multiple deadlines. Good interpersonal skills and the ability to form positive working relationships with colleagues. Respect for all College visitors (including customers, volunteers and URC colleagues or members). Understanding or willingness to understand HACCP and food safety systems. Ability to follow or adapt recipes. Excellent understanding of food allergens. 	<ul style="list-style-type: none"> Completed training in HACCP and or food safety systems. Completed allergen training 	Application Form / Interview / Trial shift
4. Special Qualities and Aptitudes		
<ul style="list-style-type: none"> Respect for the Christian ethos of the College. Good communication and organisation skills. Proven capacity to work alongside others. Pro-active, able to take initiative and able to work alone when required. Reliable and professional approach. A positive attitude and commitment to the delivery of a high standard catering service. Able to provide cover during periods of staff absence due to days off, holidays, or sickness and to be flexible with shift rotas. High standard of, and pride in, their work. Able to understand, anticipate and contribute. Prepared to train and develop. Able to take on specific responsibilities. 	<ul style="list-style-type: none"> Helpful and friendly with a 'Can do' attitude. 	Application Form / Interview / Trial shift
5. Any other requirements		
<ul style="list-style-type: none"> A willingness to work flexibly across the year, as the role involves 7am starts and 11pm finishes on a rota basis, including weekends. 	<ul style="list-style-type: none"> Living within 20 miles radius or 45 minutes from the College for easy travel Own transport 	Application Form / Interview

February 2024