

**Job Description**

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| **Job Title: Senior Chef de Partie/Third Chef** | **Post holder :** |
| **Reporting to:** The Head Chef or Second Chef (dependent upon the absence of the Head Chef) and then to the Catering Manager (or Deputy in his/her absence). |
| **Main Purpose of Role/Overview :** The Senior Chef de Partie role is to assist the Head Chef & kitchen brigade in producing fresh imaginative food within a seven day operation. To deputise in the absence of the Head Chef or Second Chef. To assist the Second Chef in the management of the HACCP program. To maintain clean and hygienic standards throughout the department; adhering to all current health & hygiene legislation. To adhere to strict portion control and costings as set out by the Catering Manager whilst at the same time ensuring food is produced to the highest specification & presentation. |
| **Main Responsibilities & Duties:** | **Standards of Performance:**  |
| 1. Assisting the Head Chef with the preparation of weekly menus;
2. The preparation of all food as outlined to College standards;
3. Placing orders in the absence of the Head Chef or Second Chef using nominated suppliers;
4. Ensuring that the appropriate methods of cooking & presentation are used to maintain high standards of service;
5. Ensuring that all legal & College regulations regarding health & hygiene & safety are complied with in all tasks;
6. Assisting in the maintenance of the goods received systems to ensure legal & quality standards are maintained;
7. The monitoring & supervising of the Assured Safe Catering program within the kitchen;
8. Assisting in the monitoring of production volumes & food wastage to within budgetary constraints;
9. Assisting in the presentation of a consistently high standard of food in the dining room & encouraging customer feedback;
10. Undergoing training as detailed by the Head Chef & Catering Manager;
11. Assisting in the implementation of the Kitchen cleaning schedule to the agreed standards;
12. Briefing all kitchen & waiting staff prior to service when in charge ensuring that all staff are conversant with the dish content, cooking methods, portion size, correct service utensils & appropriate accompaniments and allergen awareness;
13. Assisting the Head Chef in regular stock checks at agreed times;
14. Attending to any reasonable request made by the management or Head Chef;
15. Undertaking duty chef serving responsibilities at the Buttery;
16. Deputising alternate weekends in the main kitchen;
17. Undertake any other duties or responsibilities which may be assigned from time to time by the Head Chef / Catering Manager.
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| **Health and Safety Requirements:**All members of the catering staff should, at all times:* Apply health and safety regulations as appropriate and to maintain a safe working environment at all times;
* Follow food hygiene, health and safety procedures (and risk assessments / method statements) of the College and those specific to the Catering Department;
* Ensure that all tools are cleaned and put away in their correct and safe place;
* Use appropriate Personal Protective Equipment (PPE) for tasks as necessary and as determined by the Head Chef / Catering Manager;
* Wear suitable PPE as supplied for each task;
* Report any faulty equipment to the Head Chef / Catering Manager;
* Ensuring that the kitchen adheres to our in house HACCP/Assured Safe Catering Program programme;
* Report any potential hazards around the kitchen / servery or buttery to the Head Chef / Catering Manager;
* To be aware of, and to enforce the accident reporting procedure.
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| **Other:*** To attend all team meetings and any training nominated for you;
* Other duties as required.
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| The above is not an exhaustive list of duties. The post-holder may be asked to take on different tasks as required and all employees are expected to work collaboratively to support the overall work of the College. |
| **Significant internal/external relationships:** The post holder will need to work very closely with all members of the Catering Department. The post holder will also be in frequent contact with Senior Members, Students, and Staff.  |

**Person Specification**

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|  | Essential | Desirable |
| Qualifications, experience and background | * A recognised qualification in NVQ levels 1,2 in Professional Cookery or equivalent
* Intermediate Food Hygiene Level 3, Allergen awareness training
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| Specific knowledge/skills(technical) | * Eye for detail and food presentation
* Good communication skills, with the ability to relate well with Senior Members, Staff, Students, Contractors and Suppliers;
* Good listening skills as well as verbal and written communication skills using a variety of communication methods. (face-to-face, telephone, letters, reports);
* Good interpersonal skills and to enable effective translation of problems into practical solutions;
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| Personal attributes | * Self-motivated and an ability to work without close supervision and a tolerance of dealing with routine problems;
* Ability to work to deadline, with changing priorities, and remaining calm under pressure;
* Ability and willingness to learn new skills;
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| Team and management skills | * Ability to work as part of a teamand independently
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| Other |  |  |

**Main Terms and Conditions of Employment:**

The appointment is subject to an initial probationary period of six months, which may be extended at the College's discretion.

The post is full-time based on 37.5hours per week. The salary, according to qualifications and experience, will be equivalent to point 32 on the University's Single Spine, for which the present rate is £23.879 per annum (based on 37.5 hours per week).

Holiday entitlement will be 33 days per year, including 8 public holidays. It may be necessary to work on public holidays which occur during Term time.

Under the rules of Auto Enrolment the post holder will be enrolled in the Universities Superannuation Scheme.

The post is subject to the Newnham College Staff Handbook and Policies & Procedures; dated June 2016 and subsequent updates which may be amended by the College from time to time.

The post-holder will be entitled to one free meal per day when on duty (when the catering

Department is open).

Car parking may be provided, subject to availability.

Offer of employment: any offer of employment will be made subject to references satisfactory to the College and proof of your ability to work in the UK.