

**CLARE COLLEGE**

**Job title:** Chef de Partie

**Responsible to:** Head C

**Head of Department:**

**Place of work:**

**Salary range:**

**Hours:**

**Holidays:**

- To ensure prepared food is stored correctly following proper temperature checks and labelling and storing.
- In the absence of a section chef you are to provide cover as required.
- To undertake further training when required.
- To liaise effectively with external service providers such as delivery staff;
- To be aware of food allergies and the appropriate measures in place to deal with these;
- To work to and maintain the highest standards of hygiene and food safety.
- Ensure that a clean laundered uniform is worn at all times

**General responsibilities:**

- To take part in the College's appraisal scheme and to undertake training as required.
- To be responsible for your own health and safety in the workplace.
- To fully comply with all the College's policies including equality of opportunity and data protection.
- To undertake any other reasonable request or duties commensurate with your post.

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.

**PERSON SPECIFICATION**

Criteria	Essential	Desirable
<b>Education/ Qualifications</b>	<ul style="list-style-type: none"> <li>• City &amp; Guilds 706/1 or</li> <li>• NVQ 1 and/or working towards achieving level 2</li> <li>• Basic food hygiene certificate</li> </ul>	<ul style="list-style-type: none"> <li>• City &amp; Guilds 706/2</li> <li>• NVQ3</li> <li>• Level 2 Safety Awareness certificate</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Some practical experience working in a busy kitchen environment</li> <li>• Experience of working in a team</li> <li>• Good customer service skills</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of COSHH in a similar environment</li> </ul>
<b>Abilities</b>	<ul style="list-style-type: none"> <li>• Ability to achieve and maintain high levels of service and hygiene</li> <li>• Ability to work under pressure</li> <li>• Accuracy and attention to detail</li> <li>• Ability to work as part of a team</li> <li>• Willingness to adopt a flexible and collaborative approach to tasks</li> </ul>	
<b>Personal attributes</b>	<ul style="list-style-type: none"> <li>• Smart appearance</li> <li>• Honest, reliable and hard working</li> </ul>	