



EST. 1525

Sedbergh

SCHOOL

CHEF DE PARTIE JOB DESCRIPTION

Job Title: CHEF DE PARTIE

Responsible to: Chef Manager/Senior Chef de Partie

Role Purpose:

The main purposes of the role of the Chef de Partie is:

- To ensure the Sedbergh School Hub kitchen contributes to pupil wellness as well as the School's reputation by delivering consistently high standard food and customer service from a Hub kitchen cooking for two dining rooms.
- To supervise catering staff and junior chefs on duty in the absence of Sous Chefs and Managers with the key aim of maintaining high standards of motivation and morale while embracing the ethos of the School's policies and core competencies.

Duties:

The duties of the Chef de Partie will be wide and varied and it is not intended to cover every possible aspect of the job here. However, it is anticipated that the main areas of responsibility will be as follows:

- To prepare, assemble, cook all menu dishes in a Hub kitchen operation serving one satellite dining room (two in total).
- Maintain a consistent menu offer for both dining rooms.
- Provide the highest quality food service to pupils, staff, parents and guests in line with the schools standing.
- To embrace the Sedbergh School ethos and be prepared to go beyond the call of duty on a regular basis.
- To both assist and supervise the general cleaning of the kitchen, maintaining high standards of hygiene.
- Assist the Chef Manager and Sous Chef with product ordering and be flexible when planning out rotas.

Safeguarding:

- Sedbergh School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. The role holder will always be expected to support this approach in the context of their role and to adhere to and ensure compliance with the school's Safeguarding policies and procedures.

- If while carrying out their duties, they become aware of any actual or potential risks to the safety or welfare of children in the school s/he must report any concerns to the school's DSL officer or to the Headmaster.
- Attend annual in-service training provided by the School.
- Staff with line management responsibility are also expected to actively promote safeguarding awareness and knowledge in their teams and lead by example.

Health & Safety and Food Hygiene:

- Ensure compliance with all food hygiene and H&S regulations including the Allergen Policy and the training of staff. Maintain accurate HACCP records in kitchen diary including transport logs for satellite dining room food.
- Conduct self and team with high standards of food hygiene and maintain a clean, tidy and organized kitchen.
- Take reasonable care for your own health and safety and that of others who may be affected by what you do or fail to do.
- When loading and unloading hot boxes or other equipment, adhere to safe work procedures and good manual handling practises to minimise any incidents. Train team members in the same.
- Ensure the kitchen equipment is in working order; report any maintenance issues.
- Report any HSE hazards, accidents, incidents, illnesses and diseases to the Catering Manager or Helpdesk.

Delivery of Food Service & Customer Satisfaction:

- Lead the delivery and production of meals for pupils and staff in two dining rooms; lunch and dinner offering as well as break and snack items to a high standard.
- Follow the approved menu for both dining rooms that meets quality and nutritional standards.
- Provide for any special dietary requirements or allergies with tasty and creative alternative meals that are also nutritious.
- To deal with any requests from pupils, staff, guests and parents promptly and politely.
- Always maintain positive client relationships and build partnerships with residential and pastoral staff.
- Project a professional image and be positive and friendly with pupils and clients. Be prepared to be in the spotlight, up front on the servery and proud of the food you and your team have produced.
- Produce prep and production lists, when needed, that are clear and easy to read, and brief junior staff on jobs to be completed.

Budgets & Targets:

- Effective use of food product to recipe and spec standards for menu items. Productive use of time in kitchen with effective prep and production lists.
- Use Cherry Pi when needed within spend guidelines.
- Train serving staff on dish specification and portion control methods.
- Contribute to the streamlining of production methods. Make best use of Rational cooking programs that provide a benefit of time saved or increased of product quality.
- Note consumption patterns and recommend adjustments to food orders with Sous Chef and Managers.
- Stock rotation is followed, and all storerooms and freezers are in order and all relevant staff are trained in FIFO.
- Stock takes are completed with accuracy and in a timely manner.
- Be results driven on EHO audits, employee retention and morale, HSE, Food Forums and other targets set by senior leadership.

Team Management & Leadership:

- Attend shift briefings with Sous Chefs and pass on information as needed.
- Lead by example with consistently above standard food quality, presentation and productivity.
- Be encouraging and positive with team members.
- Take an active role in recognizing outstanding colleague performance.
- Be cheerful and resilient under adversity.

Other:

- Ensure work, communication and approach conforms to the ethos, values, and style of the school. Keep up to date, and comply with the Sedbergh School's Rules, Policies and Procedures always.
- To attend meetings and training courses as required.
- To prepare and produce all requirements for special school functions and evening events which may sometimes be outside normal working hours.
- Any other expected duties as requested or required to meet the needs of the school.

These roles and responsibilities provide a framework for the role and should not be regarded as a definitive list. Other reasonable duties may be required consistent with the level of this post.

Sedbergh School is committed to safeguarding & protecting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

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