

JOB PROFILE

CHEF DE PARTIE

To start as soon as possible



Luckley
HOUSE SCHOOL



CHEF DE PARTIE

OVERVIEW

Healthy eating is very much on the menu at Luckley. Our dedicated catering team provides nutritious, varied and tasty meals for pupils throughout the year. Vegetarian and vegan options are always available and special dietary requirements are easily catered for. Boarders have an à la carte menu, enabling them to select in advance from several options. At the weekend, boarders enjoy a Saturday brunch and a traditional Sunday meal.

We are looking to appoint a Chef de Partie to work in our state-of-the-art kitchen as part of a dedicated, friendly and professional team to provide high quality catering to the school community.

The successful candidate will have previous experience of working in a busy and pressurised kitchen and ideally hold a relevant professional qualification. Strong pastry skills would be an advantage for this post.

TERMS & CONDITIONS

Start Date: November 2022

Hours of work: 38.5 hours per week.

09:00 - 18:30 on Sunday

07:00 - 15:00 Monday to Thursday
(with half an hour for lunch).

Term time (35 weeks) plus 8 weeks during school closure periods (5 weeks of this covers the last week of July and the whole of August.)

Holiday must be taken during school closure period.

Salary: £22,825 per annum (£25,373 FTE).

NON-CONTRACTUAL BENEFITS

- School's Pension scheme as well as a death in service benefit
- Staff discount on basic tuition fees subject to the member of staff's child(ren) meeting the entrance requirements
- Staff carpark
- Free lunches
- Use of the school gym
- Employee Assistance Programme (EAP).



JOB DESCRIPTION

Job Title: Chef de Partie/Pastry Chef

Job Purpose: Assisting in the production and service of food while maintaining correct levels of Health & Safety

Accountability: To the General Services Manager

Main Duties

1. Ensure that appropriate methods of cooking and presentation are used to maintain the highest standards of production and service.
2. Ensure that legal and company regulations regarding hygiene, health and safety are complied with.
3. Assist with maintenance of goods received system to ensure statutory and quality standards are maintained.
4. Assist with the monitoring of production and wastage.
5. Promote a friendly working relationship with colleagues.
6. Assist with the implementation of cleaning schedules to agreed standards. Assist in pre-service briefing of colleagues with regard to dish content, portion sizes, service utensils and accompaniments.
7. To prepare all food with due care and attention, particularly in regard to customers' special dietary requirements: for example, nut, dairy or wheat allergies.
8. To undertake occasional duties outside the normal routine but within the scope of the position and the department's activities.

Irregular Duties

1. To assist, as required, at special functions, some of which may occur outside normal working hours.
2. To report any complaint or compliment and take action if at all possible.
3. To report any incident of accident, fire, theft, loss, damage and take action as may be appropriate or possible.
4. To attend meetings and courses, as required.

Other

The above is only an outline of the tasks and responsibilities of the role. The post holder will carry out any other duties as may be reasonably required by his/her line manager.

The job description and person specification may be reviewed on an on-going basis in accordance with the changing needs of the department and School. This job description and accompanying documentation do not form part of the employment contract.

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
QUALIFICATIONS & TRAINING		
Relevant professional qualifications e.g. City & Guilds 706 1 or 2, or NVQ Level 2 in food preparation and cooking, or equivalent professional experience	✓	
Basic food hygiene certificate		✓
KNOWLEDGE AND EXPERIENCE		
Previous experience of working in a busy and pressurised kitchen	✓	
Knowledge of COSHH and HACCP	✓	
Previous experience of managing a team	✓	
Basic knowledge of stock ordering	✓	
A good knowledge of food allergies and the ability to deal with these requirements when needed	✓	
SKILLS AND ABILITIES		
Excellent interpersonal and communication skills, to ensure effective communication with both the kitchen and front of house teams	✓	
Excellent organisational and time management skills	✓	
The ability to produce good quality food	✓	
Strong pastry skills		✓
Able to work accurately to tight deadlines	✓	
Able to work using own initiative and make appropriate decisions	✓	
High level of attention to detail	✓	
Able to adapt to change and willing to embrace new ideas and processes	✓	
Able to lead a team and also be an effective team player	✓	
OTHER		
A flexible, reliable and committed approach to work	✓	
Able to cover for functions in the evenings and at weekends.	✓	

HOW TO APPLY

For further details please contact Mrs N Hall, HR Manager on 0118 978 4175 or email narene.hall@luckleyhouseschool.org

Alternatively, an application can be downloaded and submitted via the TES website at: www.tes.com/jobs/employer/-1002273

Closing date: **Thursday 17 November 2022**

We reserve the right to interview and appoint before the closing date.