

Post: Chef de Partie

Grade: 5

Centre: WWT London Wetland Centre

Directorate: Trading

Reporting to: Head Chef

Main function of the post: A member of the kitchen team; working closely with and reporting to the Head Chef. Producing quality food for a high turnover café and for on-site high quality functions. This post would have responsibility for aspects of the kitchen when the Head Chef is absent. Knowledge of computer and budgetary skills are essential. Ensuring high standards of food safety are maintained in accordance with current legislation and The Trust Food Safety Management System.

Supervisory responsibilities: Kitchen assistants in head chef's absences

Hours: 37.5 hours per week

Main duties of the post

1. To work with the Kitchen team to produce food for the Café and function catering
 - To maintain the high standard of food prepared on a daily basis
 - To be creative with food presentation and innovative with seasonal produce.
 - Competent and organised in work flow and working to deadlines.
 - Able to produce high quality food with minimal food wastage, ensuring COS targets are met at all times
 - To complete daily paperwork as required, including receipting of deliveries and ordering using the Trust's online Purchase Order system
 - To attend staff meetings and help develop plans when required.
 - To demonstrate a high level of customer care internally and externally.
 - To follow H&S/food hygiene guidance and safe working practices relating to the catering department at all times
 - To work closely with the Front of House team, ensuring a good working relationship and enabling them to be knowledgeable about the food being served
2. To perform some of the duties of the head chef & chef in their absence by:
 - To take full responsibility for the food produced for the Café when leading service.
 - To ensure full production and preparation of food for functions including ordering stock, preparation and delivery of final product.
 - To supervise Kitchen assistants and ensure tasks are completed to defined standards
 - To be able to determine food costs and food cost management when required.
 - To be knowledgeable about The Wetland Centre and its role in world conservation.
3. To carry out any other required task or project as asked for by the Head Chef or Catering Manager.

In addition to the duties and responsibilities listed, the post holder is required to perform any other reasonable duties that may be assigned by the supervisor shown above, from time to time.

Date raised: July 2010

Date Amended: September 2016

Person Specification

1. Qualifications and Training

Essential:

- Chef's qualification; c & g 705 1&2 or catering equivalent (or working towards)
- Competent in written and verbal English
- Food hygiene certificate Level 2

Desirable:

- Finance and budgetary training / skills
- Computer skills

2. Experience

Essential:

- Previous catering experience within a high volume food establishment
- Practical experience in all areas of a kitchen
- Knowledge of ordering and stock takes
- Ability to work unsupervised
- Professional conduct and efficient communication skills

Desirable:

- Experience training staff and motivation

3. Managerial & Supervisory

Essential:

- Motivated team player
- Practical thinker and problem solver
- Flexibility to adapt to change
- Committed to the task

Type of staff	Number managed or supervised
Permanent Staff	0
Supervised / Managed	3
Volunteers / Casual Workers	0

4. Responsibility

Essential:

- Daily organisation of all sections in the kitchen
- Stock takes
- Full understanding of the gross profit margin
- Staff training and motivation

5. Levels of financial responsibility

Type of Responsibility	Level (£'s)
Expenditure (exc payroll)	£0
Cash Handling	£0
Assets (required for job, exc buildings)	£1,000
Visitors (per annum)	£0

Desirable:

- Financial responsibility
- Experience dealing with the general public in a friendly professional manner when enquiries are made within the café.

6. Creative ability

Essential:

- Ability to produce tasty menus while working to a tight budget
- Banqueting experience

Desirable:

- Producing special dietary menus
- Creative chef with good organizational skills

7. Contact

Essential:

- Contacts within department only but also with other departments and outside bodies/public on routine matters