



Peter Symonds College Job Description

JOB DESCRIPTION: Chef de Partie

Department: Catering Services

Responsible to: Second Chef and ultimately the Head Chef

Overseeing the Catering Assistants and kitchen porters during service.

Hours of Work: Full-time, term time only, required to work evenings and the weekend boarding service, and flexibility to cover events when required.

Job Purpose: The Chef de Partie (CdP) is a highly skilled, hands-on section leader responsible for the safe running of a designated kitchen station. This role is pivotal in executing the culinary vision set by the Head Chef and Second Chef, ensuring the consistent production of high-quality, nutritious food for the large student body (circa 5,000 day students and 73 boarding students). The CdP supports the Second Chef in all operational and supervisory duties, acting as the frontline technical expert, and mentoring junior kitchen team members.

Key Responsibilities and Duties:

I. Culinary Production & Section Management

- **Station Ownership:** Take full operational responsibility for the designated kitchen section (e.g., Hot Production, Pizza, Fryers), including all mise en place, food preparation, and cooking.
- **Menu Execution:** Ensure all dishes from the section are prepared, cooked, and presented according to the Head Chef's standard recipes, presentation guidelines, and strict portion controls.
- **High-Volume Production:** Ensure timely and high-quality production of food for large-scale service (lunch, boarding meals, and college events).
- **Quality Control:** Proactively monitor the quality of all ingredients and cooked items within the section, ensuring only the freshest, high-standard product is used and served.

II. Supervisory & Team Support

- **Frontline Training:** Provide practical, on-the-job supervision, support, and training to Catering Assistants and Kitchen Porters, promoting efficiency and skill development.
- **Service Flow:** Direct the service flow from the section, ensuring all items are ready and delivered to the counter in sequence and on time, particularly during high-volume periods.
- **Clean Down Leadership:** Lead and oversee the cleaning and sanitation of the designated station and adjacent areas, ensuring adherence to the comprehensive cleaning schedules.

III. Operational & Compliance Support

- **Allergen Safety:** Take critical responsibility for implementing robust allergen procedures within the section to prevent cross-contamination and ensure the safe preparation of all special dietary meals.
- **HACCP Monitoring:** Conduct and accurately record all necessary checks for the section, including temperature monitoring, labelling, and storage, to maintain full compliance with the Food Safety Management System (HACCP).

- **Waste Control & Stock Rotation:** Implement strict stock rotation (FIFO) and minimize food waste within the section, recording waste levels accurately.
- **Health & Safety:** Maintain a clean and safe working environment, adhering to all Health & Safety (COSHH, manual handling) regulations.

Person Specification: Essential Requirements

- **Qualifications:**
 - NVQ Level 2 in Professional Cookery or equivalent.
 - Level 2 Food Hygiene Certificate (minimum).
- **Experience:**
 - Proven experience as a Chef de Partie or Demi Chef de Partie in a high-volume professional kitchen.
 - Demonstrable ability to successfully run and manage a designated kitchen section (e.g., sauces, grill, larder).
 - Experience training and guiding junior staff.
- **Skills & Knowledge:**
 - Expert, hands-on culinary skills in a section speciality.
 - Solid, practical understanding of HACCP, food safety regulations, and allergen management.
 - Strong organisational and problem-solving skills, with the ability to manage time effectively during busy service.
- **Attributes:**
 - Highly reliable, proactive, and demonstrates excellent attention to detail.
 - A commitment to safeguarding and the welfare of young people.
 - A clear communicator and motivator who can foster a positive kitchen environment.