

**Job Title: Senior Chef de Partie**

**Salary: £ 22,840**

**Department: Leicester Services Partnership**

**Contract/Hours: 35**

### Role Purpose

To assist the Head Chef and Sous Chef in all areas of food production, creating and maintaining high food and hygiene standards for both students and conference delegates within a given budget.

The role will involve the planning and scheduling of work for yourself and the team of all kitchen staff.

### Principal Responsibilities

- Duties to be carried out in a safe and proper manner in accordance with legislation and Company and supervision to colleagues including induction, training and coaching of new staff as required. Providing guidance to deliver operation standards via regular team meetings with chefs and liaison with manager and other University staff.
- Coordinate, allocate and monitor the delivery of work through others to ensure that an efficient service is provided, including:-
- Supervision and service of meals
- Supervision of production of high quality meals in compliance with the menu and standard recipes, ensuring the quality of food and service meets the standard set by the Operations Manager
- Supervision and monitoring of general cleaning duties as required
- Duties to be carried out in a safe and proper manner in accordance with legislation and University Policy.
- To undertake the preparation of food with limited supervision of the Chef or Senior Chef
- Work with the Head Chef and Sous Chef to develop the effectiveness of the team.
- To follow standardised recipes and be able to produce menu items to the required standard
- Assist in ordering of food supplies from nominated suppliers
- Ability to produce & execute functions working alone and using own initiative
- Willingness to develop in aspects of kitchen administration, including ordering, stock control and the use of electronic computer based systems
- Monitor and maintain correct stock levels including food, crockery, kitchen equipment, cleaning products and paper-ware.
- Maintain record systems
- Understand the importance of good stock control and food wastage
- Demonstrate understanding of Food Hygiene guidelines in maintaining high standards of personal & kitchen hygiene
- Maintain LSP health, safety & University policy & legislation
- To adopt safe working practices to safeguard the safety of others as well as oneself. It is important that current legislation is completed with and that instructions upon hygiene and safety are closely followed.
- Complete associated tasks and documentation
- Reporting of breakdown of equipment
- Ensure that the property is secure at end of shift
- Assist in training and supervision of junior/less experienced staff
- Covering for sickness & absence
- Attend relevant training courses, continue own personal development

### Internal and External Relationships

- Be able to communicate with customers and understand and meet their expectations.
- Line Manager/ Head Chef
- Catering Operations Director and Operations Manager
- Customers – students / conference delegates
- University Departments
- Colleagues within LSP

### Planning and Organising

- Ensure stock levels maintained are adequate for service
- Ensuring the staff levels are adequate for service
- Prioritising work to ensure meal times are met
- Training & instruction of tasks to staff
- Responding to customers' issues and queries, liaising with line managers to provide a timely and effective service.

### Qualifications, Knowledge and Experience

#### Essential

- Relevant experience of food preparation with limited supervision
- Experience of working to portion control
- NVQ Level 1 & 2 or City & Guild 7061 & 2
- Previous experience in supervising a kitchen brigade
- Basic food hygiene level 2 or equivalent
- Working knowledge of HACCP/COSHH
- Numeracy and literacy skills sufficient to maintain records
- Working knowledge of Windows and XL computer systems

#### Desirable

- Previous experience of catering for large numbers
- Intermediate food hygiene level 3
- NVQ level 3 or equivalent
- Allergen qualification

### Skills, Abilities and Competencies

#### Essential

- Communicate effectively with others
- Maintain a high level of customer service
- Ability to work independently as well as part of a team
- Ability to comply with Health & Safety & COSHH legislation
- Ability to use own judgement and act accordingly
- Willingness to be flexible as and when required
- Willingness to adopt new procedures as and when required

### Equality and Diversity

We believe that equality, diversity and inclusion is integral to a successful modern workplace. By developing and implementing policies and systems that challenge stereotypes across all aspects of our work, we have a culture that recognises and values the diverse contributions of our staff which benefits everyone. Our strong values of inclusivity and equality support our efforts to attract a diverse range of high quality staff, and identifies LSP as a progressive and innovative workplace that mainstreams equality, diversity and inclusion.