



CHRIST CHURCH UNIVERSITY OF OXFORD

Job Description

TITLE: Chef de Partie

GENERAL: Christ Church expects its staff to provide a high level of service in their role when undertaking their duties as designated by the Executive Head Chef, Head Chef, Senior Second Chefs and/or Second Chef.

Should it be necessary, for the smooth operation of Christ Church, you will from time to time be expected to work in different areas of the premises. Flexibility is a pre-requisite of the post. You will be provided with a uniform which you will be expected to wear at all times whilst at work.

ACCOUNTABILITY: Executive Head Chef, Head Chef, Senior Second Chefs and/or Second Chef.

HOURS: As per your Statement of Main Terms (SMT). However, as stated in your contract you will be required to work additional hours when authorised and as necessitated by the needs of Christ Church. Additional hours will be required throughout the year and particularly during conference periods as per the instructions/roster set out by the Executive Head Chef. The Chef arranges work to provide a weekend off alternately, subject always to any special requirements or staff holidays. Duties are normally contained within a 40-hour week; flexibility is required on occasion.

DUTIES:

- i. To work as part of the kitchen brigade under the direction of the Executive Head Chef, Head Chef, Senior Second Chefs, and/or Second Chef to produce the highest standards of food for routine daily catering and for special events according to menus;
- ii. To lead a section in the preparation of meals in part or in full;
- iii. Responsible for the final presentation, taste and appearance of food;
- iv. Carry out on the job training of trainees and monitoring their progress;
- v. To liaise and work harmoniously with the Hall and SCR staff;
- vi. To maintain the highest standards of personal hygiene, cleanliness and presentation wearing appropriate uniform at all times;
- vii. To comply with the Food Safety Act and General Food Hygiene Regulations;
- viii. To comply with Health and Safety Regulations including COSHH;
- ix. To undertake training;

- x. Economy in the use of materials including control and utilization of stock in menu planning;
- xi. The security of stores, kitchen premises and equipment;
- xii. Behave in an appropriate manner to all members of College, visitors and staff;
- xiii. To assist junior members, visitors and colleagues with a disability, as appropriate;
- xiv. To undertake any other tasks commensurate with the role as may be required by the Executive Head Chef, Head Chef, Senior Second Chefs and/or Second Chef.

Other Notes:

- a) You have a duty to comply with Health & Safety Regulations, including COSHH and correct use of PPE (**Personal Protective Equipment**) at all times; If you are unsure about anything please ask the Executive Head Chef or Head Chef.
- b) You will be provided with the College's safeguarding policies and procedures of which you are expected to abide at all times. Failure to comply with these policies will lead to disciplinary action.
- c) To play your part in providing an inclusive working environment, promoting a positive attitude and pride in your work.

This list represents the principal duties only of a Chef de Partie and, flexibility and a willingness to help wherever required, are very important facets of the role. The Chef de Partie can call upon the Executive Head Chef and Head Chef to assist in resolving problems if they are in any doubt as to the course of action to take.

Please refer to the Staff Handbook and/or your Statement of Main Terms for matters relating to benefits.

October 2018