

**PEMBROKE COLLEGE**

**JOB DESCRIPTION/PERSON SPECIFICATION**

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| **JOB TITLE: DEMI CHEF DE PARTIE** |

*This job description and person specification outlines the key accountabilities of, and output required from, the potholder as well as skills, qualifications and experience needed in order to carry out the role. It is not a definitive list.*

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| **Department:** | | | **CATERING** | | | | | | | | |
| |  |  |  | | --- | --- | --- | | **Organisation Chart:** | |  | |  | CATERING MANAGER | | |  | 🡫 | | |  | HEAD CHEF | | |  | 🡫 | | |  | SOUS CHEF TOP KITCHEN | | |  | **🡫** | | |  | DEMI CHEF DE PARTIE | | | | | | | | | | | | | |
| **Purpose of the Job:** | | | To manage the Simply Pembroke section in conjunction with the Sous Chefs and Head Chef. Ensuring all HACCP, food safety, health and safety systems are in place and completed daily. Delivery of food to agreed levels and standards. | | | | | | | | |
| **Responsible to:** | | | Sous Chef and Head Chef | | | | | | | | |
| **Responsible for:** | | | Working at the levels set by the management team to deliver to the high standards that the college demands. | | | | | | | | |
| **Location:** | | | Hot Kitchen – Pembroke College | | | | | | | | |
| **Hours of Work:** | | | 75 hours worked over two weeks, not including breaks | | | | | | | | |
| **Qualifications:** | | | NVQ Level 2 and 3 Professional Cookery  Basic Food Hygiene Certificate  HACCP and COSHH systems | | | | | | | | |
| **Skills:** | | | Creative and passionate about food  Ability to work under pressure to meet deadlines  Effective interpersonal skills  Flexibility to work when required and adapt to changing methods  Accuracy and attention to detail  A methodical approach to expected workload | | | | | | | | |
| **Work Experience:** | | | Minimum two years’ experience of working in a Kitchen environment  Minimum of 1 years cooking experience in a similar or other high standard establishment | | | | | | | | |
| **Budget Responsibilities:** | | | **N/A** | | |  | | **Annual Budget** | | | |
| **Main Duties and Responsibilities** | | | | | | | | | **Time/Frequency** | | |
| **1** | | Prepare and cook simply Pembroke main course and side order items as required following recipes, preparing food one day in advance. | | | | | | | DAILY | | |
| **2** | | Keep section free from all major allergy ingredients, with no processed ingredients or additives. | | | | | | | DAILY | | |
| **3** | | Follow prep lists daily and prepare food based on par levels set by Sous Chef/Head Chef. | | | | | | | DAILY | | |
| **4** | | Ordering of goods, maximising the control of food costs and reducing wastage. | | | | | | | DAILY | | |
| **5** | | Assisting the Sous Chef and Head Chef with the planning, implementation and delivery of departmental objectives in a timely manner. | | | | | | | DAILY | | |
| **6** | | Assist the Sous Chef and Head Chef in the supervision of Kitchen Porters and the Storeman. | | | | | | | DAILY | | |
| **7** | | Report any discrepancies or issues that could affect the smooth running of the department. | | | | | | |  | | |
| **8** | | Ensure all HACCP and Food Safety procedures are fully complied with. | | | | | | | DAILY | | |
| **9** | | To carry out any ad-hoc work requests as reasonably requested by the Head Chef or Sous Chef. | | | | | | | AS REQUIRED | | |
| The above job description is a guide to the work you may be required to undertake but does not form part of your contract of employment. Pembroke College reserves the right to change the duties detailed in this job description to reflect changing circumstances. Changes will be introduced following discussion with the post-holder. | | | | | | | | | | | |
| **Job Description prepared by:**  **Date:** | | | |  | | | | | | | |
| **PERSON SPECIFICATION** | | | | | | | | | |
|  | | | | **Essential** | | **Desirable** | | |
| **Qualifications/academic achievements/education** | | | | * NVQ Level 2 and 3 Professional Cookery * Basic Food Hygiene Certificate * HACCP and COSHH systems | |  | | |
| **Skills/knowledge/training** | | | | * Creative and passionate about food * Ability to work under pressure to meet deadlines * Effective interpersonal skills * Flexibility to work when required and adapt to changing methods * Accuracy and attention to detail * A methodical approach to expected workload | | . | | |
| **Experience – type and depth of experience required to do the job** | | | | * Experience in a similar role * Understanding of HACCP | | * Experience of College environment. | | |
| **Personal attributes** | | | | * Friendly, co-operative and helpful/approachable. * Responsible and trustworthy. * Ability to work as part of a team. * Flexible approach and accepting of change. * Ability to communicate effectively to colleagues and other senior management personnel. | |  | | |
| **Special Conditions (e.g. must hold driving licence/able to work weekends)** | | | |  | |  | | |
| **Membership of a professional body** | | | |  | |  | | |
| **Person Specification prepared by: Seb Little**  **Date: Aug 19** | | | | | | | | |

**Appendix – *Other Information such as:***

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| 1. **HACCP Requirements:** |
| You are responsible for ensuring the following HACCP checks are completed every day by all chefs.   * Wash all fruits and vegetables in the correct ratio of water/chlorine tablets and record on Monika. * Complete hourly kitchen check to prevent cross contamination in the kitchen. * Clean your section following the cleaning rota and record all jobs on Monika when complete. * Clean section after lunch and record on relevant Monika rota. * Recording all cooking temperatures etc. on Monika daily. * Record any delivery temperatures and checks on Monika and complete delivery checklists that are in the delivery area. * Wash hands throughout the day, between jobs, after breaks and as required, recording on Monika. * Read all manufacturers labels and ensure all allergens are clearly marked on in-house labels. * Ensure all foods prepared in-house are date coded following in-house policy. * Ensure all manufactured goods/sauces etc. are labelled when opened with an in-house allergen label as well as date-code based on manufacturer recommendations. * Keep your uniform clean and presentable. * Keep your fridge clean, organised, and sanitized and all food in-date. * Record all items on Monika that have been vacuum packed either for sous vide or for better storage. |
| 1. **Equipment Responsibilities:** |
| * Keep all College property clean and sanitised between uses. * Report any broken equipment to the Chef in charge. * Store all equipment safely and ensure all removable parts are stored securely and not lost. * Report any broken plates, platters or crockery to senior chef. * Keep all special purple utensils, serving containers and cooking equipment separate from all other items |
| 1. **Environmental responsibilities:** |
| * Ensure that all food is utilised to maximum potential, reducing waste or spoilage at all times. * Ensure gas, electric and water is not left running when not required. * Recycle all food waste, plastic, glass and paper using the correct bins. |
| 1. **Team responsibilities:** |
| * Participate in team meetings when required. * Share ideas for recipes or improvements. * Identify areas of the kitchen which require more thorough cleaning or repairs, reporting to the Head Chef. * Help to identify problems with the running of the kitchen or production of food, and equally, help to trouble-shoot and provide solutions. * Help other sections when you have spare capacity or time. * Help cover rota shortfalls when required. * Help to keep the kitchen calm by working well and showing consideration for others. |