



Selwyn College Cambridge

Senior Chef de Partie

Job Description

Job title:	Senior Chef de Partie
Department:	Catering
Reports to:	Head Chef & Deputy Head Chef
Working pattern:	Full-time, 37.5 hours per week
Contract:	Permanent (subject to probationary period)

Purpose of the role

To work under the direction of the Head Chef and Deputy Head Chef to consistently produce the highest possible standard of food for our students, staff, Fellows and conference guests. You will work with the other Senior Chef de Partie and the Section Chefs to provide consistently high-quality food and introduce innovative dishes to enhance the overall dining experience for our customers.

Key duties and responsibilities

- Prepare, cook and present consistently high-quality food in the servery, at formal, high table and for all other college conference activities.
- Assist in the training of junior staff to achieve the highest standards of food production and presentation.
- Along with the other Senior Chef de Partie, deputise for the Deputy Head Chef/Head Chef in their absence, ensuring the kitchen staff adhere to department standards of hygiene and follow established health and safety and hygiene procedures.
- Maintain budgets and avoid wastage by ensuring food is not cooked too far in advance, or that excessive amounts of food are produced.
- Ensure all HACCP and food safety procedures are fully complied with.

- Provide any necessary cover during periods of staff absence.
- Assist in any other tasks as instructed by the Head Chef within the overall function of the job.
- Attend any identified training courses to enable the post holder to competently perform the duties of the role. This will include health and safety training to minimise occupational risks.
- Provide accurate allergen information at all services.
- Liaise with Fellows, students, guests, staff and visitors at service areas in a polite and professional manner.
- Brief servery staff in food presentation, allergens and portion control.
- Ensure regular health and safety checks of equipment, premises and working practice are completed, accurately recorded and report any action to be taken.
- Assist in the ordering of fresh daily goods.
- Undertake and assist in any other tasks as reasonably instructed by the Head of Catering, Head Chef or Deputy Head Chef, according the needs of the College.

The above is not an exhaustive list of duties. These duties may change over time in consultation with the post-holder.

Requirements for the role

Criteria	Essential	Desirable
SKILLS		
The ability to cater for a wide range of functions	X	
Enthusiastic and willing to learn from training provided	X	
Good organisational, time management and planning skills	X	
Effective communication skills and a friendly disposition	X	
A thorough understanding of food presentation and temperature control in professional kitchen setting	X	
Ability to work under pressure	X	
Able to work under instruction and in harmony with colleagues	X	
A positive 'can do' attitude, a willingness to help others and work additional hours to provide cover for absent colleagues	X	
Knowledge of the Food Hygiene (England) Regulations 2006, COSHH Regulations 1998 and the Health & Safety at Work Act 1974	X	

EXPERIENCE		X
Previous experience in a similar Higher Education environment		X
EDUCATION		
City & Guilds 706, NVQ Level 2 & 3 (or equivalent), or currently working towards	X	
PERSON SPECIFICATION		
Excellent personal standards regarding time keeping, attendance and personal presentation.	X	
Team player	X	

If you do not meet all the criteria, don't be deterred from applying if you feel this role is for you. You may have other relevant skills and experience which would prove valuable in this role.

Where you fit in the structure:

