

Senior Chef de Partie

Job Description

Job title:	Senior Chef de Partie
Department:	Commercial Services Department
Responsible to:	Executive Head Chef
Location:	Catering/Kitchen
Salary:	Grade 5: £25,138 – £29,605 per annum
Term:	Full Time permanent: 35 hours per week, variable hours rota
Relationships with:	Suppliers, staff, students, visitors and colleagues within the industry.

Purpose

To deliver and supervise the day-to-day preparation of food, supporting the Kitchen Management Team. Ensure compliance with procurement, stocktaking, and health & hygiene procedures according to the catering department guidelines. Maintain high standards of food production, customer service, and care, with a strong knowledge of commercial catering and sustainable sourcing

Key Responsibilities

- **Food Preparation:** Prepare dishes for various food outlets in collaboration with senior chefs, ensuring quality and consistency.
- **Menu Development:** Contribute to the creation of seasonal menus, providing ideas and suggestions to enhance departmental performance.
- **Service Management:** Oversee meal service in the absence of senior chefs, ensuring all dishes are served according to specifications and on time.
- **Supervision:** Maintain and enforce standards, ensuring the team works methodically and adheres to schedules during services and functions in the Senior Chef's absence.
- **Training and Support:** Assist in managing and training junior team members, including Chef de Parties, Commis, and Kitchen Assistants.
- **Recipe Adherence:** Champion recognized standard recipes, contribute to menu planning, and ensure adherence to weekly menus.

- **Inventory Management:** Process orders timely, manage stock acceptance, and handle delivery/ordering anomalies effectively.
- **Loss Prevention:** Secure kitchen stores and other areas to minimize loss, work efficiently, and record waste as per departmental guidelines.
- **Food Hygiene and Safety:** Maintain the highest standards of food hygiene and health & safety according to Food Hygiene Regulations.
- **Quality Control:** Ensure the quality, quantity, temperature, and appearance of dishes meet the highest standards before service, with proper record-keeping.
- **Reporting:** Maintain records and reporting duties for each service period, daily or weekly as required.
- **Compliance:** Adhere to University and statutory regulations regarding the safe and hygienic operation of the kitchen and ancillary areas.
- **Sustainability:** Minimize energy consumption (e.g., water and electricity) and maximize recycling opportunities, promoting staff awareness of environmental impact.
- **Stock Management:** Maintain agreed stock levels, ensure systematic stock rotation, and assist with monthly stock takes as necessary.
- **Additional Duties:** Undertake other duties of a similar nature as reasonably required by your line manager.

General responsibilities:

- The University is committed to equality of opportunity. All staff are required to comply with current legislation, University policies and good practice guidance.
- All staff are required to act in a way that safeguards the health and wellbeing of children and vulnerable adults at all times. The post holder must be familiar with and adhere to appropriate safeguarding policies and guidance and participate in related mandatory/statutory training. Managers have a responsibility to ensure their team members understand their individual responsibilities with regard to safeguarding children and vulnerable adults.
- All staff are required to participate in the University appraisal process and should ensure they are familiar with the process and plan time to prepare for their appraisal. Following the appraisal, staff are expected to undertake in any necessary learning and development and work towards the objectives that have been set.
- The University expects staff to attend any training designated as mandatory and to undertake learning and development activities to support their role. Managers must facilitate learning and development within their teams.
- It is a condition of employment that staff will not disclose any information obtained in the course of their duties other than to those entitled to receive it. The post holder must ensure

that the confidentiality of personal data remains secure and that restricted information or highly restricted information to which they have access remains confidential during and after their employment at Royal Agricultural University. All staff must undergo appropriate data protection training as required.

- All absence from work must be reported in accordance with the University's absence procedures and recorded on iTrent.
- The University acknowledges its responsibility to provide a safe, smoke free environment, to its employees, service users and visitors. It is the policy of the University not to allow smoking on University premises other than in specifically designated areas.

University Values

As a University we have chosen five values to underpin our learning community. These are the values which we will all work by and for which we want the RAU to be known. We are:

- Collaborative - we believe in the power of working together. We are stronger as a community of practice - inspiring each other, identifying shared goals, and providing reciprocal support leads to greater success.
- Open-Minded - we are receptive to new ideas and we value the diversity of experiences and skills. We are committed to listening to everyone across the RAU community.
- Resourceful - we adopt creative approaches to achieve our goals while setting higher standards, promoting professionalism and sustainability.
- Responsible - individually and collectively we take accountability for our actions working with integrity to achieve the highest ethical standards.
- Inclusive - we acknowledge the fundamental value and dignity of all individuals and are committed to maintaining an environment that seeks to eliminate all forms of discrimination and respects diverse traditions, heritages, and experiences.

Person Specification

Requirements The post holder must be able to demonstrate:	Essential or Desirable	Measured By A) Application Form B) Interview C) Presentation
Qualifications:		
City and Guilds 706 1, 2 or equivalent	D	A
Intermediate Hygiene Certificate and HACCP Certificate or willingness to undertake	E	A
Sound knowledge of H&S and Food Safety, HACCP requirements, allergies and dietary needs.	E	A, B
Knowledge, Experience and Skills:		
Able to demonstrate current food trends and innovations within catering/hospitality industry	E	A, B
IT literate to include MS Word and Excel	E	A
Training Skills	D	A
Experience of volume catering operations	D	A
Knowledge and skills associated with High End hospitality, educational background and/or contract catering	D	A, B
Demonstrate the ability to lead and work within a team	D	A, B,
Supervisory/section management experience	D	A, B
Demonstrate a passion for food, hospitality, sustainability and/or nutrition	D	A, B
Flexibility to work weekends and evenings	E	A,B

Application Procedure

If you are interested in applying for this role, please send:

- University [Application Form](#) together with the [Equal Opportunities Monitoring Form](#) available on the University website www.rau.ac.uk) – you may attach your up to date CV if you wish to add additional information.
- Details of two referees who must be people who can comment authoritatively on you as a person and as an employee in relation to the level of the post, and must include your current or most recent employer or their representative.
- Please forward to the HR Team, Royal Agricultural University, Cirencester, Gloucestershire, GL7 6JS or via email to jobs@rau.ac.uk stating where you saw the advert for the role
- If you would like an informal visit to discuss the role and to find out more, please email jobs@rau.ac.uk
- **Closing date:** 28 July 2024 with **Interviews on:** 7 August 2024
- Should you be selected for interview please be aware that we are unable to reimburse interview expenses.

The RAU is an equal opportunities employer and we particularly welcome applications from black and minority ethnic candidates as they are under-represented within the RAU at this level