



Chef de Partie

Reporting to:	Head Chef
Working Hours:	5 days in 7, to include weekends (approximately 1 in 3 according to the rota).
Salary:	Point 13-18 (1.15 FTE actual salary £22,875.06-£26,876 per annum)
Annual Leave:	26 electable days plus 8 statutory days

Job Purpose

To assist the Head Chef responsible for the day to day operation of the College catering and snack bar facilities, ensuring provision of good quality meals for students, staff and visitors. To cover for additional staff as required for functions and Events.

Duties and Responsibilities of the Job

1. Catering operations

a. Prepare, cook and serve meals to a high standard.
b. As directed by the Head Chef prepare menus appropriate to student needs and menus for other functions i.e. weddings and conferences, taking into account the college goals with regards to promoting healthy eating and supporting local rural business by using local seasonal produce.
c. Ensure that everyone using the catering facilities is treated politely and courteously.
d. Ensure kitchen and wash-up areas are kept in a clean and in a hygienic condition. To keep up to date with food safety guidelines and legislation to ensure compliance.
e. Ensure the cleaning schedules are followed and tasks are completed.
f. Ensure that cleaning and food temperature records are kept.

g. Ensure food wastage is kept to a minimum by cooking only the appropriate number of meals and carrying out strict portion control.
h. Comply with food hygiene regulations by wearing the appropriate clean protective clothing while preparing and serving food, and to ensure all other members of staff do likewise.
i. Ensure that all stock is stored appropriately and stock rotation procedures are followed. Ensure that all stock issued to other departments is recorded to enable stock records to be kept accurately
j. Be required to cover for functions requiring catering during holiday periods and at weekends and evenings.
k. Ensure that meal eligibility procedures for students, staff and guests are followed at all times
l. Assist in all areas of the Catering operations Dining room /Snack bars/Function meeting rooms when required, and undertake manual handling tasks as directed.
m. Where required provide temporary cover in a similar capacity to complete catering services at the colleges outlet centres, at Stanmer Park.

2. Continuous Professional Development

a. Participate in staff development activities to support Continuous Professional Development (CPD).
b. Actively participate in the college performance management processes, including appraisals to support personal and professional development and enhance student experience.

Qualifications / Skills / Knowledge / Qualities

It is crucial that the successful candidate shares our student focussed values, equality of opportunity and parity of esteem for staff and students.

At Plumpton College we are:

- Ambitious and Progressive
- Enterprising
- Professional
- Passionate about everything we do
- Supportive

Essential criteria for the post
a. Min of City & Guilds 701 & 702 or Equivalent Qualification or Experience
b. A passion for good food
c. Creative ability and flair using fresh produce
d. Min of 2yrs in Experience in a similar Position,
e. Hold a Current Food Hygiene Certificate
f. Able to undertake Manual Handling duties.
g. Able to demonstrate great customer service skills
h. Able to commute to the college given the rural location.
Desirable criteria for the post
a. Flexible in your approach to work.
b. Team working experience and works well under pressure
c. Previous experience of deputising for Head Chef and Supervisory skills

Conditions of Employment

Working Hours

Basic working hours are 5 days on over a 7 day Rota, mainly Monday-Friday plus one weekend a month on a Rota basis. Hours are approximately 07:00 to 17:00 or 08:00 to 18:00 with weekend hours 08.00 to 18.00 however some flexibility will be required to meet the needs of the college. Hours and working times to be agreed by the Head Chef, based on the needs of the college.

This is an all year-round post. There will be some evening and weekend working required to support faculty activities, whole college recruitment and promotional functions and events.

Annual Leave

The holiday year is from 1 September - 31 August each year. The annual leave entitlement for this role is 26 working days, plus 8 bank holidays and up to 5 efficiency days when the college closes at Christmas. Annual leave is bookable subject to business needs and should be planned and agreed with your Line Manager.

Continuous Professional Development (CPD)

This post will be entitled to CPD for industrial updating, personal and professional development. All CPD must be planned, agreed and booked with your Line Manager.

Benefits

The candidate appointed to the post will automatically become a member of the Local Government Pension Scheme and pay contributions as determined by annual salary levels. The pension scheme includes life assurance cover and the college will also pay a contribution

towards your pension. Other benefits include access to an Employee Assistance Programme, Cycle to Work Scheme, gym access and staff discounts.

**New starter bonus payable monthly for the first 6 months (permanent appointments only, pro rata for part time roles, subject to attendance and commitment.)*

Equality and Diversity

Plumpton College is committed to the promotion of equal opportunities and is dedicated to pursuing non-discriminatory policies and practices and eliminating unfair discrimination on any basis. This means that no job applicant will receive less favourable treatment than another on grounds of gender, marital status, age, racial origin, disability, sexual orientation or political or religious beliefs.

Criminal Record Check via the Disclosure Procedure

The Rehabilitation of Offenders Act 1974 gives individuals the right not to disclose details of certain old offences when asked about their criminal record as they may be defined as 'spent'. There are exemptions to this if the individual is offered a post which involves contact with children or regular work at an establishment exclusively or mainly for children.

The post you have applied for falls into this category and, therefore, requires a criminal background check.

If a job offer is made, you will be asked to apply for a DBS Disclosure Certificate. The Disclosure Certificate will contain details of current and "spent" convictions, cautions, reprimands or warnings held on the Police National Computer, excluding certain specified old and minor offences.

The DBS Disclosure will also indicate whether information is held on government faculty lists of those individuals who are barred from working with children or vulnerable adults (if applicable).

The post-holder cannot begin employment with the college until the DBS Disclosure Certificate is received and considered by the Principal.