



PLUMPTON COLLEGE

<u>Chef de Partie (CDP)</u>	
<u>Reporting to</u>	Head Chef
<u>Salary</u>	Up to £32,352 (PC S3)
<u>Hours</u>	Full-time – 45h per week
<u>Contract</u>	Permanent
<u>Annual Leave</u>	26 electable days, 8 statutory days and up to 5 efficiency closure days over the Christmas period (pro-rata)

Job Purpose

The Chef de Partie is an integral part of our in-house catering team who assists the Head Chef in their responsibility for the day-to-day operation of the College catering dining room and snack bar facilities. This includes a seven-day service for residential students and residential summer groups, catering for internal meetings and functions, and ensuring provision of good quality meals for students, staff, and visitors.

In this role you will have the opportunity to work across all areas of the College, including supporting in delivering an outstanding events and hospitality catering service. You will be based in the central kitchens which serve the College dining room and provide for students and staff on a daily basis. Additionally, you will support the successful daily operation of our Graze Café situated in the AgriFood Centre and open for our HE students, staff, and external visitors.

Essential criteria for the post
A catering qualification or demonstrable experience in a high-volume kitchen
Hold a current Food Hygiene Certificate and have strong working knowledge of the regulations which apply in a professional kitchen
Have at least two years' experience in a similar role
Proficiency in a range of cuisines and cooking techniques
A passion for good food, sustainability and providing a healthy menu
Physically fit, able to undertake manual handling duties
Able to demonstrate great customer service skills
Strong understanding of allergens, dietary requirements and cross-contamination
Excellent communication skills to interact with kitchen staff and managerial staff
Full UK drivers' licence
Desirable criteria for the post
Outgoing and approachable with staff, students and visitors
Experience in menu planning, costing and procurement
Confident when working in a team and when working independently
Previous experience leading/supporting junior colleagues

Duties and Responsibilities of the Job

Catering operations

a. Be part of the catering team, ensuring a high standard of provision at all Plumpton College's catering outlets and at conferences/events/meetings as directed.
b. Ensure that everyone using the catering facilities is treated politely and courteously, be they students, staff or guests.
c. As directed by the Head Chef, prepare menus appropriate to student needs, and menus for other functions i.e. conferences/meetings for internal and external clients
d. Work according to the College goals relating to promoting sustainability, healthy eating and our support of local rural business by using local seasonal produce
e. Keep up to date with food safety guidelines and legislation to ensure compliance. Ensure kitchen and servery wash-up areas and kitchen areas are in a clean and hygienic condition.
f. Undertake manual handling tasks when required by the role's daily tasks
g. Comply fully with cleaning schedules and assigned cleaning/upkeep tasks
h. Ensure accurate cleaning records and food temperature records at all times
i. Carry out strict portion control measures to minimise food wastage
j. Comply with food hygiene regulations by wearing the appropriate clean protective clothing while preparing and serving food and monitor this within the team.
k. 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
l. Be flexible when required to cover for functions requiring catering during holiday periods and at weekends and evenings
m. Follow meal eligibility procedures for students, staff and guests at all times
n. Assist in all areas of the catering operations including our dining room/snack bars/function meeting rooms when required.
o. Where required provide temporary cover in a similar capacity to complete catering services at the College's subsidiary company at One Garden Brighton

Continuous Professional Development

a. Participate in staff development activities to support Continuous Professional Development (CPD) and consistent achievement of standards set by the Head Chef
b. Actively participate in the college performance management process, 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:

1. Ambitious and Progressive

2. Enterprising
3. Professional
4. Passionate about everything we do
5. Supportive

CONDITIONS OF EMPLOYMENT

Working Hours

Basic working hours are five days over a seven-day rota, agreed with line manager. This usually includes one weekend per month. Daily hours are approximately 7am-5pm or 8am-6pm, working a 10 hour day with one hour for lunch. Our catering outlets must meet the needs of the business so some flexibility around weekends and evenings will be required. Hours and working times will be agreed with the Head Chef, based on the needs of the business.

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

Annual Leave

The holiday year is from 1 September - 31 August each year. The pro-rata 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. Annual leave is requested, booked and managed via our online portal, iTrent.

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. There is also free car parking and a competitively priced dining room service.

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.