Newnham College Job Description

<table>
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<tr>
<th>Job Title:</th>
<th>Chef de Partie</th>
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<tr>
<td>Reporting to:</td>
<td>Executive Head Chef and Deputy Head Chef, via the Sous Chefs. The Catering Operations Manager is the Head of Department and reports to the Domestic Bursar.</td>
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<td>Significant working relationships:</td>
<td>The post holder will work closely with all members of the Catering and Front of House teams. The post holder will also be in frequent contact with Senior Members, visitors, students, and staff.</td>
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<td>Place of work:</td>
<td>Newnham College</td>
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<td>Tenure:</td>
<td>Permanent</td>
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<td>Hours:</td>
<td>An average of 37.5 hours per week worked across a rota involving working on alternate weekends. Some flexibility is a requirement.</td>
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<td>Salary:</td>
<td>£24,174 per annum, spine point 30 on the University’s single salary spine.</td>
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<td>Holidays:</td>
<td>33 days including 8 public holidays</td>
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<td>Pension:</td>
<td>The College offers membership of USS (Universities Superannuation Scheme), with a current employer contribution rate of 21.6%</td>
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<td>General terms and conditions:</td>
<td>This post is subject to proof of the right to work in the UK and governed by the provisions in College staff handbook, policies and procedures which may change from time to time. Confirmation in post is subject to satisfactory references and the successful completion of a 6-month probationary period. Thereafter the notice period is 1 month.</td>
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Main Purpose of Role/Overview:

Working under the supervision of a Sous Chef or Executive Head Chef, a Chef de Partie is assigned a particular section, such as the vegetable preparation area, stove or grill and is tasked with preparing the portions of food for which their particular kitchen area is responsible. In addition to preparing meals, a Chef de Partie has responsibilities for vigilance with regard to allergens and health and safety, and in keeping the kitchen operational and clean. There may be some oversight of the work of Commis chefs and apprentices, as required.
Main duties and responsibilities:

### Ensuring the highest possible standards of food preparation:
- To prepare high quality and appropriate quantities of food for the various services which cater for Fellows, alumni, students and staff and to conference and bed and breakfast guests;
- To produce a wide variety of dishes to a high specification to the standards determined by the Head Chef;
- To make menu suggestions to the Head Chef with associated costings;
- To be aware of and work within the College guidelines regarding allergens;
- To be aware of and work within the College guidelines for the safe storage of food and minimise food wastage.
- To be aware of, and to enforce the accident reporting procedure.

### Maintaining excellent standards of health and hygiene:
- To achieve and maintain the highest possible standards of health and hygiene and report any deficiencies to the Head Chef.
- Ensure that the College food safety policy is adhered to at all times.
- Ensure the College Health and Safety policy is adhered to all times.
- Maintain a high standard of hygiene within your section including all equipment.
- Ensure that you are appropriately dressed and wear a clean uniform each day.

### Working as an efficient member of the Catering team:
- To take an active part in daily team briefings.
- Develop a good working relationship with all members of the Catering team.
- To be prepared to work additional hours/shifts where business demands.
- Undertake other related duties as requested.

### General
- To take part in the College’s appraisal scheme and to undertake training as required.
- To be responsible for your own health and safety in the workplace.
- To fully comply with all the College’s policies including health and safety, equal opportunities and data protection.
- To undertake any other reasonable request or duties, commensurate with this post.

The above is not an exhaustive list of duties. The post-holder may be asked to take on different tasks as required, and all are expected to work collaboratively to support the overall work of the College.

*Newnham College is an equal opportunities employer May 2022*
### Person Specification

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<th>Essential</th>
<th>Desirable</th>
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| **Qualifications, experience and background** | • A recognised qualification such as NVQ levels 1 and 2 in Professional Cookery or equivalent.  
• Intermediate Food Hygiene Level 2, Allergen awareness training.  
• Previous experience in a similar role.  
• Plated service for large events experience. | • Food Hygiene level 3  
• First Aid trained  
• Experience of working in a collegiate environment |
| **Specific knowledge/skills (technical)** | • A good understanding of implementation of health and safety legislation as it applies to the catering profession.  
• Good customer service skills and a collaborative team player  
• Good eye for detail and for excellent food presentation.  
• A willingness and ability to contribute to menu development  
• Ability to take instructions and carry them out effectively and efficiently  
• Ability to work to deadline, with changing priorities, and remaining calm under pressure.  
• Good listening skills and ability to inspire junior staff | • Knowledge/awareness of HACCP |
| **Personal attributes** | • Creative approach to the production of high-quality food.  
• Ability and willingness to learn new skills.  
• Honest, reliable and hard working.  
• Flexible attitude and pro-active approach to work. | **|