



SEDBERGH
SCHOOL
FOUNDED 1525

CHEF DE PARTIE JOB DESCRIPTION

Role Purpose

The main purpose of the role of the Chef de Partie is:

- To ensure the Sedbergh School kitchens contributes to pupil wellness as well as the school reputation and growth by delivering consistently high standard food and customer service.
- Be aware of and monitor food budget and food spend, minimizing waste and over production.
- To lead a small team while on shift; giving briefings as needed and gaining engagement from colleagues.

Duties

The duties of the Chef de Partie will be wide and varied and it is not intended to cover every possible aspect of the job here. However, it is anticipated that the main areas of responsibility will be as follows:

- To prepare, assemble, cook all menu dishes, providing high quality dishes for the customers. Make prep lists and delegate tasks appropriately. Supervise team members on shift.
- Provide the highest quality service to pupils, staff, parents and guests in line with the schools standing.
- To embrace the Sedbergh School ethos and be prepared to go beyond the call of duty on a regular basis.
- To both assist and supervise the general cleaning of the kitchen, maintaining high standards of hygiene. Assist with supervision and encouragement of Catering staff.

Safeguarding

- Sedbergh School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. The role holder will always be expected to support this approach in the context of their role and to adhere to and ensure compliance with the school's Safeguarding policies and procedures.
- If while carrying out their duties, they become aware of any actual or potential risks to the safety or welfare of children in the school s/he must report any concerns to the school's DSL officer or to the Headmaster.
- Attend annual in-service training provided by the School.
- Staff with line management responsibility are also expected to actively promote safeguarding awareness and knowledge in their teams and lead by example.

Health & Safety and Food Hygiene

- Ensure excellent food hygiene practice is observed from storage through to preparation and service
- Ensure compliance with all food hygiene and H&S regulations including the Allergen Policy.
- Lead by example with the promotion of best practices connected with storage and cooking of food: the importance of clean, tidy and hygienic working practices regarding knives, chopping boards, surfaces etc. as well as instilling high standards of personal hygiene.

- Take reasonable care for your own health and safety and that of others who may be affected by what you do or fail to do.
- Co-operate with your line manager on HSE matters.
- Ensure the kitchen equipment is in working order; report any maintenance issues.
- Correctly use work equipment, PPE in accordance with training and instructions provided.
- Report and HSE hazards, accidents, incidents, illnesses and diseases to the Executive Chef manager or Helpdesk.

Delivery of Food Service & Customer Satisfaction

- Lead the delivery and production of meals for pupils and staff; producing a fresh breakfast, lunch and dinner offering as well as break and snack items to a high standard.
- Provide high quality catering for events, ensuring that such events are delivered correctly both from a food quality and customer service perspective
- Provide for any special dietary requirements or allergies with tasty and creative alternative meals that are also nutritious.
- Keep up to date with trends, continually demonstrating passion for food, offering creative, fun special events or theme meals or break or snack items.
- To deal with any requests from pupils, staff, guests and parents promptly and politely.
- Always maintain positive client relationships and build partnerships with residential and pastoral staff.
- Project a professional image and be positive and friendly with pupils and clients. Be prepared to be in the spotlight, up front on the servery and proud of the food you and your team have produced.

Achieves Budgets & Targets

- Utilise purchase software Cherry Pi to order food and non food items according to menu. Be aware of Budget targets and work to meet them. Use other basic features such as Stock take, Function costing reports, and Recipe files.
- Train staff on dish specification and portion control methods.
- Note consumption patterns and adjust on core feeding menus or events to minimize wastage.
- Stock rotation is followed, and all storerooms and freezers are in order and all relevant staff are trained in FIFO.
- Stock takes are completed with accuracy and in a timely manner.

Leadership

- Supervise the shift and team including deputy chefs and catering assistants to achieve high standards of food and customer service.
- Give a team briefing on requirements for the shift and upcoming meal service periods; Allergen briefing, special diets, menu details, timings and steps of service.
- Assist with any training needs and take an active role in developing people towards the above objective.
- Take an active role in recognizing outstanding colleague performance.
- Lead by example and be resilient under adversity.

Other

- Ensure work, communication and approach conforms to the ethos, values and style of the school. Keep up to date, and comply with the Sedbergh School's Rules, Policies and Procedures always.
- To attend meetings and training courses as required.
- To prepare and produce all requirements for special school functions and evening events which may sometimes be outside normal working hours.
- Any other reasonably expected duties as requested or required to meet the needs of the school.

Reporting – Chef de Parties will report to Chef Managers and House Chefs.