

**JOB DESCRIPTION**

**JOB TITLE:** Chef de Partie

**GRADE:**

**REPORTING TO:** Assistant Head of Cookery School

**ROLE OVERVIEW**

Truro School Cookery School is a busy and growing cookery school, café and Sixth Form café based at Truro School. The Chef de Partie will create and produce a range of new and exciting menus and recipes for a daily lunch service of up to 150 covers during term time, as well as smaller bespoke private commercial catering functions at weekends and during school holidays.

**KEY RESPONSIBILITIES**

* Design and cost a range of exciting current menus suitable for a variety of different guests, dietary needs and occasions.
* During term time plan, prepare and serve an exciting nutritious lunch menu of around 150 covers
* Plan, cost and prepare a variety of menus for private functions in school holidays and in evenings and at weekends e.g. business breakfasts, pre-theatre suppers and celebrations.
* Supervise a catering assistant who will support the preparation and delivery of the lunch menu
* Ensure excellent standards of food hygiene and health and safety are maintained at all times
* Ensure the kitchen and all associated areas are cleaned and maintained to excellent standards in accordance with all relevant legislation
* Ensure all equipment is maintained in good, clean working order at all times
* Responsible for the ordering, stock control and use of all ingredients within tight budgets
* Build good working relationships with suppliers to ensure a reliable supply of cost effective ingredients
* Effectively control all associated finances and budgets reporting to designated line managers in an efficient and effective way, as required
* Support and train other team members, as required
* Work as part of a multi-disciplinary team to support all other cookery school led retail and hospitality enterprises, including provision of cover during times of staff absence and busy periods, as required
* Explore opportunities to develop and build commercial hospitality enterprise
* Flexible during school holidays in accordance with the needs and requirements of specific events
* Support the Assistant Head of Cookery School and the Cookery School assistants in building the commercial hospitality enterprise arm of the Cookery School by the preparation and service of high quality innovative menus at a wide range of events
* Build a strong working relationship with the School Chef Manager to allow for joint partnership as required
* By arrangement, to support external events during school holidays, at weekends and evenings as required on a zero hours basis.

**PERSON SPECIFICATION**

**Essential:**

* Educated to a minimum standard of GCSE (grade A\* - C or equivalent)
* Proven track record working within a busy commercial kitchen environment
* Ability to design, plan and cost creative current menus
* Excellent working knowledge of a wide range of dietary requirements
* Experience of stock control and ordering from a range of suppliers
* Proven track record of working within and maintaining tight budgets
* Ability to work positively and effectively under pressure as part of a team and to manage a busy workload including evenings and weekends as required
* Self motivated and reliable with a disciplined work ethic
* Willingness to learn and develop new ideas and styles of cooking
* Approachable with excellent interpersonal skills, both written and verbal
* Ability to provide excellent customer service to all customers.
* Ability to develop good working relationships with colleagues and all members of the wider school community
* Sensitive to the Methodist traditions and ethos of the School

**Desirable:**

* Level 3 qualification in a relevant field
* Up to date qualifications in relevant fields e.g. Food hygiene, first aid
* Interest and knowledge of current food trends, recipes and ingredients
* Ability to use leftover ingredients creatively
* Experience of costing recipes and dishes
* Computer literate with experience of MS Office packages including outlook, excel and word

**ADDITIONAL**

* Truro School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and behave accordingly. This role will involve daily contact with students.
* This job description sets out current duties of the post that may vary from time to time without changing the general character of the post or the level of responsibility entailed.

**Date reviewed:** January 2019

**Reviewed by:** Head of Cookery School