

## TRINITY COLLEGE

### JOB DESCRIPTION

**JOB TITLE:** CHEF DE PARTIE

**RESPONSIBLE TO:** HEAD CHEF

**REPORTING TO:** SECOND CHEF AND THIRD CHEF

**Qualifications:** City & Guilds 706 Parts 1 & 2 or NVQ equivalent  
CIEH level 3 award in supervising food safety in catering  
Allergen training - Refreshed Annually

#### **OUTLINE OF RESPONSIBILITIES:**

Assist in the preparation of all meals to the correct standards set by the Head Chef or Second Chef.

#### **DUTIES:**

- Run and supervise any kitchen section to the required standards set by management.
- Ensure all preparation of the designated section is complete and ready for each service.
- Responsible for placing and checking orders and maintaining good stock and waste control.
- Responsible for the quality control of stock and prepared foods.
- Execute cooking to the expected high standard quickly and efficiently.
- Ensure the cleanliness and organisation of the designated section, including fridges are monitored and maintained to the required standard.
- Support head chef and sous in delivering required standard of food, and kitchen operation.
- Assist in any other tasks identified by the Head Chef, Second or Third Chef.
- Delegate jobs effectively to junior chefs and apprentices.
- Support junior chefs and apprentices in their development and carry out on the job training of trainees
- Maintain a positive and proactive attitude at all times.
- Actively seek to improve skills and achieve personal development.
- Compliance with Health and Safety and Environmental Health Regulations at all times in conjunction with the College Health and Safety Policy and procedures.
- Perform other duties as assigned by management.
- Comply at all times with the Staff Code of Conduct.
- Comply with the provisions of your contract and any of Trinity College's policies.
- Set an example for junior members of staff.
- Seek to ensure at all times that all visitors or guests have the best experience possible.
- To lead a section in the preparation of meals in part or full.
- Responsible for the final presentation, taste and appearance of food.
- To liaise and work harmoniously with the SCR/Hall Steward.
- To undertake any further training as required by the College.