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| **Job Title:** | **Chef de Partie** |
| **Reports To:** | **Head Chef/Sous Chef** |

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| **Job Summary:** | To support the Head Chef / Sous Chef to lead a culinary team that provides a nutritionally balanced, comprehensive and high-quality culinary service, which contributes to the overall wellbeing of the residents and is achieved within budget. |

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| **Role Responsibilities:** |
| Support the Head Chef and Sous Chef to manage and deliver all catering services throughout the home, ensuring resident choice, dignity, confidentiality and safety are maintained.  Take part in meetings with residents and Heads of Departments to discuss and agree catering functions across the home, and to address special needs or dietary requirements of residents. This must include knowledge of cultural and religious preferences.  Prepare nutritional food and beverages to a high standard, as directed by the Head Chef, promptly and in accordance with agreed mealtimes.  Prepare special diet meals as needed and as directed by the Head Chef or Sous Chef.  Have an understanding of the Dementia Dining Experience requirements and prepare meals in accordance with it.  Work with the Head Chef and Sous Chef to develop and review the menu on a regular basis with acknowledgement to seasonal changes in supplies through the procurement process.  Under the guidance of the Head Chef work with other members of the team to ensure cost- effective chargeable services are provided for residents. Report any shortfalls to the Head Chef or Sous Chef.  Provide feedback to the Support Office and Head Chef on suppliers and services, and complaints from residents or others on the functioning of the Catering Department. Address complaints promptly where possible and report them to the Head Chef.  Support cost-effective stock control systems to minimise waste and ensure these are in place.  Comply with audit and resident feedback systems to monitor the quality of menus and catering, providing the Head Chef with the required management and departmental reports.  Ensure equipment checks are maintained, liaising with the Maintenance Manager to ensure equipment is serviced regularly. Report any faults immediately to the Head Chef for action.  Attend initial and update mandatory training as required. Actively engage in personal professional supervision including quarterly one-to-one meetings and a yearly performance review, ensuring personal professional knowledge and competency is maintained.  Work flexibly within contracted hours to ensure resources are used efficiently and, where chosen, sign an opt-out clause under Working Time Directives  .  **This is not intended as an exhaustive description of duties and responsibilities and may be amended following consultation with the jobholder.** |

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| **Person Specification:** | | |
| **Experience** | **Essential/Desirable** | **Assessment** |
| Hold relevant catering qualification – City & Guilds 706/1 and 706/2 or NVQ or equivalent | E | CV/Application form, Interview |
| A minimum of 1-year catering experience. | E | CV/Application form |
| Experience in a similar setting or a hotel. | D | CV/Application form |
| Hold Basic Food Hygiene Certificate | E | CV/Application form |
| Hold or work towards achieving Intermediate Food Hygiene. | D | CV/Application form |
| **Knowledge/Skills & Abilities** |  |  |
| Have a positive attitude towards residents | E | Interview |
| Demonstrate compassion and commitment to the delivery of high-quality culinary services to residents | E | Interview |
| Able to be adaptive and flexible to cover a range of responsibilities at short notice | E | Interview |
| Ability to work as part of a team and demonstrates leadership qualities | E | Interview |
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| Values – I am fully committed to being:   * Caring * Supportive * Honest * Respectful * Accountable | | |

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| Agreement: | | | |
| **Employee Signature:** |  | **Date:** |  |
| **Manager Signature:** |  | **Date:** |  |