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

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| **Job Summary:** | To help prepare: nutritious, appetising, attractive meals and desserts. Work as a team with other food service staff members to provide smooth, efficient, and safe operation of the kitchen area. All company policies and procedures must be followed, including menus and portion control requirements. |

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| **Role Responsibilities:** |
| * Review menus and daily log to determine the type and quantities of meats, vegetables, salads, and/or soups and desserts to be prepared. * Prepare all food following company menus and recipes, including residents special dietary requirements. * Prepare all food for serving using company portion control standards. * Follow safe food handling procedures. * Work as a team member with other food service staff to ensure a smooth, efficient and safe operation of the kitchen area and meal service. * Serve food attractively and punctually. * Oversee preparation and set up of serving trolleys. * Follow correct procedures for covering, labelling, dating and storing food in a timely manner. * Clean up all meal preparation and service areas including but not limited to, pots and pans, kitchen surfaces, walls, and floors. Follow the cleaning schedule for specific cleaning assignments. * Maintain a focus on customer satisfaction and resolve any food complaints as required. * Prepare, season and cook food for residents, customers, visitors, special functions and employees, primarily at supper time. Must follow prescribed sanitation policies. * Deliver exceptional customer service. * Perform, if necessary, any food service team duties for continual operation of the facility.   **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** |
| A good standard of education to ‘GCSE’ level or equivalent is required. | E | CV/Interview |
| Minimum 7061/7062 or equivalent NVQ level 2 or 3 qualification and a current Food Hygiene Certificate. | E | CV/Interview |
| Demonstrable experience in a catering environment | E | CV/Interview |
| **Knowledge/Skills & Abilities** |  |  |
| Ability to perform well in role and pay attention to detail. | E | CV/Interview |
| Constantly maintaining and expressing a positive and professional image and attitude. | E | CV/Interview |
| Ability to work as individual and part of a team, and to build strong working relationships. | E | CV/Interview |
| Positive attitude, self-motivated with a flexible approach | E | CV/Interview |
| Have knowledge of safe food handling practices. | D | CV/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:** |  |