

Job Description and Person Specification

Job Title: Chef De Partie	Job Ref/UPN:
Faculty/Directorate: Kitchen	Salary: £18000 per annum 2 Year Fixed Term
Location: Missenden Abbey Conference Centre	Hours: 40
Responsible to : Head Chef	
<p>Purpose of Job:</p> <p>You'll join a talented brigade of chefs who demonstrate natural palates and creative flair in the Restaurant. In this fast paced environment, every attention to the finest detail is afforded to dishes served over breakfast, lunch and dinner. Creative talent is widely supported and you will have the opportunity to work with the finest seasonal and local produce. Throughout the year there will functions such as weddings, craft fairs, hog roasts, BBQs some of which you will be expected to take the lead on in the kitchen.</p> <p>Missenden Abbey partakes in an apprentice chef scheme with a local collage and you will have the opportunity to mentor and help train our apprentices throughout their apprenticeship.</p> <p>You must be passionate, hardworking and dedicated to a progressive career as a professional Chef. Our ideal candidate will be energetic, creative and have the confidence in their skills and ability to thrive at Missenden Abbey.</p> <p>Our expectations of you will be that you are able to work on your own initiative as well as part of a team and have a strong desire to improve on your skills and knowledge as well as be knowledgeable of classic food preparations, dishes and cooking.</p> <p>It's essential that you have a level 2 NVQ in professional cookery or equivalent. It's required that you have at least one year's experience working in a similar role and possess excellent food presentation skills. Excellent time management skills and the ability to work under pressure are key, along with exceptional interpersonal and communication skills. It is essential that you have an in-date Level 2 Food Safety certificate.</p> <p>Special Notes or Conditions:</p> <p>The working week is any 5 days over 7. Restaurant shifts are covered between 6.00am – 10.00pm, but these may vary according to customers' requirements and working times will be based on the business.</p> <p>This list is not exhaustive and will be reviewed periodically when adjustments may be made.</p> <p>This job is under the new Missenden Abbey Contract along with the new Terms and Conditions</p>	
<p>Main Duties and Responsibilities:</p> <p>Job Purpose: Oversee and coordinate kitchen section for preparation and cooking of restaurant dishes as</p>	

designated by management Tasks and responsibilities

1. Run and supervise any kitchen section to the required standards set by management.
2. Ensure all preparation of the designated section is complete and ready for each service
3. Responsible for orders and maintaining good stock and waste control
4. Responsible for the quality control of stock and prepared foods
5. Execute cooking to the expected high standard quickly and efficiently
6. Ensure the cleanliness and organisation of the designated section, including fridges is monitored and maintained to the required standard
7. Support head chef and sous in delivering required standard of food, and kitchen operation
8. Effectively delegate jobs to junior chefs and apprentices
9. Support junior chefs and apprentices in their development
10. Maintain a positive and proactive attitude at all times
11. Actively seek to improve skills and achieve personal development
12. Comply with all health and safety regulations.
13. Perform other duties as assigned by management
14. Comply at all times with the Staff Code of Conduct within the Missenden Abbey Handbook
15. Comply with the provisions of your contract and any of our Company Policies and set an example for more junior members of staff.
16. Seek to ensure at all times that all visitors or guests on our sites have the best experience possible.

Other

- Be a strong ambassador of Bucks New University and Missenden Abbey at all times.
- Attend and complete any training courses as and when required
- Maintain a flexible, adaptable work life balance
- Maintain high standards of hygiene and personal presentation. The uniform provided to be worn in the correct manner.
- Any other duties that may be deemed necessary from time to time.

Education, Qualifications and Training:	Essential/Desirable
Good general education	E
Food Hygiene Certificate	E*
Qualification in the Hospitality Sector	D
Knowledge, Experience and Skills:	Essential/Desirable

Experience of working in a good quality hotel/restaurant	E
level 2 NVQ in professional cookery or equivalent	E
Flexible approach to work and ability to prioritise	E
Calm under pressure	E
Good teamwork skills	E
Ability to motivate and be a team leader	E
Good communication skills	E
Confident and enthusiastic	E
*Training will be given in-house if required	
Core Competencies/HERA: This section should contain the level of competency required to carry out this role. For example: transferable, communication, planning, organisation, leadership, management skills.	Essential/Desirable
Excellent customer service skills	E
Excellent communication at all levels & the ability to interface with many varied users	E
Excellent planning skills	E
Excellent organisational skills	E
Ability to Manage or Supervise a team	D
Ability to work with a wide range of people and achieve the intended results	E