

JOB DESCRIPTION

Job Title:	Chef de Partie
Department:	Catering
Location:	The Mill Café
Responsible For:	Food Production Manager
Salary:	£25,679 per annum (37.5 hours)

Job Summary

St Catherine's is looking to recruit an additional Chef De Partie. The cafe and community hub provides great food, activities, therapies, information and room hire. A social enterprise, with profits to St Catherine's Hospice. We are searching for an experienced chef to join our friendly and professional team at The Mill café and St Catherine's Hospice.

Working 37.5 hours a week on a rota covering 5 days out of 7, our chefs enjoy a lot more free time compared to others in the industry, and much more sociable hours. We are passionate about making sure our chefs enjoy a satisfying and rewarding career whilst having a genuine work life balance.

We are looking for someone with;

- Flair and imaginative outlook to food
- Positive attitude
- Great organisational skills
- Good communication skills
- Committed to delivering a high level of customer service
- Flexibility to respond to a range of different work situations
- Ability to work on your own or in teams

Main Duties and Responsibilities

- To ensure the efficient & economic use is made of all resources.
- To prepare, cook and serve home-made food to meet the daily requirements of patients, staff and visitors to the Hospice and Café customers.
- Assist the Food Production Manager in developing a range of dishes suitable for the Café menu & specials
- To prepare, cook and serve food required for meetings, special buffets and events,

Main Duties and Responsibilities

- according to menu plans.
- To adhere to Health & Safety and Food Safety Regulations, Hospice and relevant external, policies, procedures, standards and codes of practice, and best practice in food handling. Undertake safe practice and methods of working to ensure that cleanliness and housekeeping are maintained at all times.
 - Deliver a 5 star level of food and service maintaining professionalism at all times
 - To participate in departmental cleaning routines which will include, washing up, clearing food trays and stacker trolleys, work surfaces, the stove, oven and floors.
 - To maintain kitchen equipment and the environment in a clean and safe condition and report any maintenance requirements to the facilities department
 - To ensure that all areas needing regular stock check and replenishment of provision are checked accordingly to procedure.
 - Provide support for volunteers working within the department to enable them to complete assigned tasks and maintain their safety.
 - Make recommendations for cost savings and efficiency improvements.
 - Represent the hospice at outside events and present the Catering & Hospitality department in a positive light.
 - Maintaining accurate records for identifying needs for good service provision, ordering provisions and catering supplies. Ensuring that all areas requiring regular replenishment of supplies are checked and restocked accordingly.
 - Ensuring that records are kept of all regular cleaning and maintenance. Ensuring that newly delivered supplies are checked, stored and rotated according to procedure.
 - Report any accidents and near misses in line with the Hospices Accident Reporting Policy.
 - Keep up to date with café trends and competition
 - To be responsible for kitchen and café security as per department procedure
 - Maintain good relationships and communication with staff in all departments, volunteers, patients, customers, and board members;
 - To be aware of the need to communicate with sensitivity and integrity at all times.
 - To maintain patient confidentiality.
 - Attend & contribute to regular staff briefing sessions, in order to be informed of policy, procedure or organisational change

VOLUNTEERS

The Hospice has the advantage of being supported by a number of volunteers.

If a volunteer is assigned to assist you at any time, you will still retain responsibility for the requirements of this job in terms of accuracy, efficiency and standards of completion. You will also ensure good communication and be mindful of your responsibility towards that volunteer in terms of Health and Safety.



CONFIDENTIALITY

You should be aware of the confidential nature of the Hospice environment and/or your role. Any matters of a confidential nature, relating to patients, carers, relatives, staff or volunteers must not be divulged to any unauthorised person.

DATA PROTECTION

You should make yourself aware of the requirements of the Data Protection Act and follow local codes of practice to ensure appropriate action is taken to safeguard confidential information.

PERSON SPECIFICATION

ESSENTIAL

DESIRABLE

Qualifications

- Level 2 Food Hygiene Certificate or above
 - Ability to obtain a clear DBS certificate
 - 706/1 & 2 or NVQ 2/3 equivalent
 - Basic health and safety
- Intermediate Level 3 Food Safety or above
 - A driving license – ability to drive a transit van

Relevant Experience

- Experience of food regulations and controls and allergen legislation
 - At least 3 year's experience in a similar catering and hospitality role within a 4 or 5 start commercial catering operation
 - Substantial experience of food production in a volume quality catering operation
 - Good working knowledge of the hospitality industry and HACCP and COSHH
 - Able to operate kitchen equipment
 - Able to demonstrate current food trends and innovations within our industry
 - An understanding and open attitude towards all dietary requirements and food choices
- Customer care/service experience

Key Skills & Abilities

- Presentable and well groomed
- Good communicator with all sectors of society with the ability to listen and be sensitive to the needs of the customer
- High food standards
- High customer service standards
- Works well under pressure and own initiative to work independently or as part of a team
- Actively seeks to develop self. Training and willingness to continue

learning about food and beverage preparation.

- Excellent work record
- Attention to detail
- Professional cheerful friendly manner / Highly motivated
- Flexible with regard to working hours across a 7 day week – able to work extended hours and weekends at peak times, within reason
- Display Hospice values & behaviors at all times & actively promote them in others.

Other

- Sufficient personal resources to work effectively in a palliative care setting