



## **Chef de Partie**

### **Job Description & Personal Specification**

#### **Overview**

<b>Centre:</b>	Whitemoor Lakes
<b>Position:</b>	Chef de Partie
<b>Reporting to:</b>	Head Chef / Deputy Head Chef
<b>Hours:</b>	37.5 hours per week. Any 5 days out of 7, including evening and weekends on a rota basis. Shift times are usually 7.00am – 3.00pm or 11.00am – 7.00pm (Friday evenings maybe a little later until approx.8.00pm)
<b>Role Type:</b>	Permanent, Full Time, Shift Work
<b>Overall Purpose:</b>	Working as part of the kitchen team, helping to ensure the catering needs of the centre are met, providing three meals a day to guests.

#### **Job Description**

- To undertake the daily food preparation required for all guests and staff onsite, including the ability to estimate quantities for the daily production needs, checking the quality of raw and cooked food products prior to being served, to ensure that the highest standards are met.
- To maintain the highest possible standards in the preparation, cooking, and presentation of food, to the highest quality at all times.
- Knowledge of allergens, and medical dietary requirements to ensure the safe production and services of all meals to a very high and safe standard.
- To daily read through the special diet checklist, and subsequently, to plan dietary and allergy requirements in preparation for the next meal service, to ensure guests have the correct meal served, which is safe for them to eat.
- To oversee meal service, assisting with plating up dietary and allergy requirements, as per the planned checklist., working closely with the dining room supervisor.
- Knowledge of all standard procedures and policies pertaining to food preparation, receiving, storage and sanitation.
- Follows good preservation standards for the proper handling of all food products at the right temperature.
- When on duty, responsibility for supervision of kitchen assistants / kitchen porter.
- Ensure effective communication is used between staff, both in the kitchen and wider centre teams, to maintain a secure and friendly working environment.

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- To always ensure a high level of kitchen hygiene, and to ensure cleaning schedules are kept maintained. Ensure the kitchen is handed over to the next shift in a clean and hygienic state.
- Responsible for personal hygiene, including making sure chef whites and uniform is clean and in good order.
- Undertake checks periodically to ensure expiry dates and proper storage of food items are maintained.
- To adhere to health and safety regulations and policy in all areas of work.
- When on duty, to ensure the security of the department, including stock and equipment, including securing the kitchen at end of shift.
- To help foster a friendly and positive working environment.
- To undertake training as required. This includes both on the job training and the organisation online training portal.
- To undertake duties, and follow instructions, assigned by the Head Chef / Deputy to complete the daily tasks.
- To assist in any other work that may be required to ensure the smooth running of the centre.

**This job description dates from January 2026 and may be subject to review at any time as deemed necessary.**

**Personal Specification on next page.**



## **Personal Specification**

### **SKILLS: Essential –**

- Excellent use of various cooking methods, ingredients, equipment, tools and processes
- Great communication and interpersonal skills.
- Great time management skills.
- Ability to work efficiently under pressure.
- Ability to prioritise workloads.

### **SKILLS: Desirable –**

- Delegation skills
- Positive working relationship skills.
- I.T. Skills / Working with a computerised booking system

### **EXPERIENCE: Essential –**

- Previous Catering / Chef experience
- Use of all types of catering equipment.
- Knowledge and experience of preparing food for guests with allergens.

### **EXPERIENCE: Desirable -**

- Experience in a mass catering environment.
- Experience of working in a residential setting.
- Experience working in a school setting.

### **EDUCATION / QUALIFICATIONS: Essential –**

- Minimum NVQ level 2 Catering qualification
- Level 2 Food Hygiene Certificate or above
- Awareness of Allergen Issues, including Natashas law.

### **EDUCATIONS / Qualifications: Desirable -**

- Level 3 Food Hygiene Certificate.
- Knowledge of responsibilities under HSAW act, COSHH infection control and essential of food hygiene.

### **OTHER: Essential -**

- A flexible approach and attitude to working patterns to the demand of the business.
- Knowledge of the latest food related legislation.

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