

**ROBINSON COLLEGE**  
**STANDARD OF PERFORMANCE JOB DESCRIPTION**

**JOB TITLE** Chef de Partie  
**RESPONSIBLE TO** Head Chef (HC) Deputy Head Chef (DHC)  
**RESPONSIBLE FOR** Chefs and Kitchen Porters

**MAIN PURPOSE:**

- To prepare, cook and present food as directed by the HC in the kitchen operation at the College for Students, Fellows and College and for external conference and functions clients.
- To maintain hygiene and food safety standards at all times.
- To ensure careful cost and resources control to minimise wastage
- In the absence of the HC, DHC take responsibility for all aspects of the kitchen operation..

**KEY AREAS AND STANDARDS OF PERFORMANCE:**

**1. TASK LIST AND RESPONSIBILITIES:** The tasks, functions and any key responsibilities of the job, to be carried out on a daily, weekly, monthly, etc basis.

- 1.1 To work to the agreed staff rosters to meet anticipated activities
- 1.2 To produce and cook menu items, ensuring adequate portions are produced to the required standard to meet business needs and not over-produced to cause wastage and unnecessary costs.
- 1.3 To develop the department products and services. Specifically to assist HC, DHC in revising and up-date menus on an annual basis.
- 1.4 To work in a hygienic and safe manner at all times
- 1.5 To order stock from stores, ensuring that advance thought is given to requirements and that stock control recording is maintained
- 1.6 Ensure the use of heat, light and power within your control is used conservatively
- 1.7 Build and maintain good working relationships with the food service team to ensure the smooth running of the operation
- 1.8 To ensure that all food is handled and stored correctly and in keeping with the HACCP policy.  
Any other reasonable tasks required by your line manager

**2.PUNCTUALITY, ATTENDANCE & APPEARANCE:**

- 2.1 To be ready to commence duties at the appointed time.
- 2.2 To remain on duty, productively working, until the appointed finishing time.
- 2.3 To attend work as scheduled.
- 2.4 To notify your supervisor/manager of any absences (e.g. holidays, sickness) that may occur in accordance with the procedure laid down in the Staff Handbook.
- 2.5 To dress in the required uniform/protective clothing or in accordance with the set Appearance and Dress Code.
- 2.6 To pay appropriate attention to personal hygiene.

**3.ATTITUDE TO WORK & CARRYING OUT INSTRUCTIONS:** Willingness and enthusiasm with which work is carried out.

- 3.1 To be reliable in the carrying out of instructions and tasks and to operate on a “right first time every time” basis.
- 3.2 To be trusted to perform at least at the required standard and to be relied upon to

- complete tasks accurately/correctly.
- 3.3 To listen carefully to instructions and to carry them out as directed.
  - 3.4 To check if you have not clearly understood what is required of you.

**4.PRODUCT KNOWLEDGE:** The knowledge and experience required to carry out this job to the expected standard.

- 4.1 To undertake training as required in order to develop and improve your knowledge and expertise.
- 4.2 To be able to help and direct others accurately/correctly.
- 4.3 To develop general knowledge of the College location and layout, other departments' services and products and this department's services and products.

**5.CUSTOMER RELATIONS & SALES OPPORTUNITIES:** Putting the customer's (conference guests, students, Fellows and staff as well as internal customers), needs first and taking opportunities to promote our products.

- 5.1 To always operate with a warm and friendly welcome.
- 5.2 Understand and deliver the needs of the customer efficiently, within the required time scale and to the set standard.
- 5.3 Demonstrably "go the extra mile" for customers.

**6.ATTITUDE & BEHAVIOUR:** Positive interaction with other members of the team, supervisors and managers. General demeanour whilst at work.

- 6.1 To empathise with the individuals within the team to form positive relationships.
- 6.2 Positively participate to help create a good team atmosphere.
- 6.3 To be constructive in communication with others, be cooperative and helpful and be supportive as needed.
- 6.4 Honest and trustworthy. Pleasant in nature.
- 6.5 Keep you line manager advised of matters which may affect the smooth running of the department.

**7.COOPERATION WITH OTHER DEPARTMENTS:** Carrying out of tasks with a spirit of cooperation and interest in the needs of other departments and their staff.

- 7.1 Demonstrate an understanding of other departments' requirements and be supportive and helpful to them.

**8.CASH HANDLING AND STOCK SECURITY:** Being accountable for any monies that this role has in its possession and the secure retention of College and others' stock and possessions.

- 8.1 Ensure that doors are locked as required and that keys are held securely.
- 8.2 Safeguard stock and ensure that wastage is minimised.
- 8.3 Safeguard and/or return other people's property and/or pass to lost property for retrieval by the owner.

**9.FOOD HYGIENE:** Carrying out duties in a safe way so that no-one is put at risk from food hazards.

- 9.1 Attend training as required.

- 9.2 Maintain your own personal hygiene to the required standard and report any incidence of illness as defined within the HACCP policy.
- 9.3 Follow policy on the preparation, storage, etc of food as defined in the HACCP policy.
- 9.4 Adhere to all PPE requirements as in the PPE Policy
- 9.5 Ensure all temperature records are accurate and kept up to date.

10.HEALTH & SAFETY & OTHER LEGAL ASPECTS: The carrying out of duties so that self and others are not put at risk from general hazards.

- 10.1 Operate in a manner so as to ensure that you do not put yourself or others at risk.
- 10.2 Report any hazards that you observe.
- 10.3 Adhere to the Health & safety policy and procedures at all times.
- 10.4 Adhere to all licensing regulations.

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