



August 2023

Thank you for your interest in the post of **Chef de Partie (Refectory)**. Please find attached the following information:

- Job description
- Person specification
- General Terms & Conditions of Employment

If you would like to apply for this position, please submit a detailed CV and covering letter by e-mail to: recruitment@westdean.ac.uk

Closing Date: When Position is filled.

Due to the need to fill this position early applications are preferable, and interviewing may commence prior to the closing date.

Candidates for this role will need to be able to demonstrate a current Right to Work in the UK.

Diversity & Inclusivity Statement

West Dean College of Arts & Conservation values the diversity of its staff and students. We aspire to be a fully inclusive and representative employer and do not condone discrimination on the basis of age, disability, sex, sexual orientation, pregnancy and maternity, faith or ethnicity, religion or belief, gender identity, or marriage and civil partnership. We strongly encourage applications from suitably qualified candidates from a wide range of backgrounds to apply and join our teams at West Dean College of Arts & Conservation.

GDPR Policy Statement

Our GDPR compliant privacy notice for applicants can be viewed by clicking [here](#). By applying for this job, you confirm you have had the opportunity to read our privacy policy and therefore, agree to the terms and conditions contained therein. By applying for this job and sending us your personal data, including your CV, you give us your consent to contact you about this job or any other jobs we feel are suitable. You are able to opt out of us having your data at any time, by contacting the People Team on hrmailbox@westdean.ac.uk with your request.



JOB DESCRIPTION

JOB TITLE	Chef de Partie (Refectory)
BUSINESS AREA	Food Production/Estates
RESPONSIBLE TO	Head of Food Production & Development/Head Chef/Sous Chef
MAIN PURPOSE OF JOB	To assist in the day-to-day running of the kitchen; preparing, cooking and presenting dishes to a high standard

West Dean College of Arts and Conservation operates 7 days a week, serving seasonal plated meals to our diverse range of students; our working hours are straight shifts from 6.30am-2.30pm or 1.00pm-9.00pm 5 days over 7. We offer breakfast, lunch and dinner, menus are pre planned, and created to utilise the produce grown and reared on the West Dean Estate.

We strive to deliver food which is wholesome, seasonal and sustainable by working closely with local suppliers, using different types of food preservation and reducing our food waste. If you want to be part of a company that is really trying to make a difference, get in touch.

KEY DUTIES & RESPONSIBILITIES

- 1 Ensure the timely provision of high quality and optimum quantities of food from the kitchen, relevant to the shift, for students, staff and visitors, as directed by the Head of Food Production & Development/Head Chef/Sous Chef.
- 2 Initiate and oversee the production of all meals produced during the shift, and in preparation for other shifts.
- 3 To supervise the activities of all the Commis Chefs & Kitchen Porters during the shift.
- 4 Ensure adherence to the organisation's Food Safety and Health & Safety policies at all times.
- 5 Take responsibility for the ordering of stock as required and directed by the Head Chef / Chef Manager.
- 6 Be responsible for taking delivery and safe storage of deliveries on your shift as directed by the Head of Food Production & Development/Head Chef/Sous Chef.



- 7 Ensure that necessary paperwork, administration, controls and records are undertaken and maintained as directed by the Head of Food Production & Development/Head Chef/Sous Chef to include Health & Safety, Food Safety and any other as requested.
- 8 Participate in training programmes as required and, in liaison with the Head of Food Production & Development/Head Chef/Sous Chef ensure that training requirements for team members are identified and followed up.
- 9 Ensure that high standards of customer service are maintained at all times.
- 10 Cover some aspects of the Head of Food Production & Development/Head Chef/Sous Chef role as appropriate and as directed.
- 11 Any other reasonable duties as requested by the Head of Food Production & Development/Head Chef/Sous Chef.

This job description is subject to regular review in consultation with the postholder.



PERSON SPECIFICATION

Essential	Desirable
Experience working at a similar level of responsibility	Experience in a similar environment
Relevant qualification i.e. NVQ L2 in catering or equivalent	First Aid Certificate or willingness to undertake training
Basic Food Hygiene Certificate	Intermediate/Advance Food Hygiene Certificate
Able to demonstrate strong leadership, organisational, communication and planning skills	
Able to demonstrate a knowledge and experience of food costing	Experience of budgetary control
Confidence and adaptability in a kitchen environment	
A passion for food and food service	
Ability to cope with a varied and demanding workload	
Ability to set an example and address performance issues as required	



CHEF DE PARTIE
GENERAL TERMS AND CONDITIONS OF EMPLOYMENT

Contract:	Permanent
Duties:	As attached job description
Salary:	£24,960 per annum. Payable monthly in arrears by BACS transfer
Hours:	40 hours per week, 5 days over 7, primarily straight shifts including weekends and bank holidays (hours to meet the needs of the business) 8am to 4pm.
Holidays:	33 days holiday per annum (1 October to 30 September) inclusive of Bank Holidays
Sickness:	10 days in any consecutive twelve-month period, or longer period at the Foundation's discretion, after six months' continuous service
Benefits:	Contributory pension scheme, life assurance, Employee Assistance Programme, free and discounted places on short courses at West Dean College, free entry into West Dean Gardens, complimentary drinks, free on-site parking at West Dean site