



Job title	Chef de Partie/Cook	Job family and level	O&F Level 1-D
School/ Department	Catering Services	Location	University Park/Jubilee Campus

Purpose of role

To prepare, cook and serve a wide range of basic meals within either or any of the following areas: bars, functions, coffee shops or other similar locations. Additionally to assist the Head Chef and Second Chef in the preparation, cooking and service of a wide range of high specification meals across a diverse range of events.

	Main responsibilities (Primary accountabilities and responsibilities expected to fulfil the role)	% time per year
1	To prepare, cook and serve a wide range of basic meals within Hall Kitchens, bars, functions, Retail and other similar locations. Additionally to assist the Head Chef and Second Chef in the preparation, cooking and service of a wide range of high specification meals across a diverse range of events. To provide high standards of customer service at all times supporting the department in providing the best possible student experience.	70%
2	Responsible for the cleaning and care of all areas of work and the equipment and reporting maintenance requirements.	10%
3	To assist with the smooth running of the location including ordering, cashing up and closing the unit and similar supervisory duties as required.	10%
4	To be fully conversant with and competent to use all systems and equipment in area of work.	4%
5	To adhere to food safety and health and safety regulations, University, Hospitality and external, standards, policies, procedures and codes of practice.	3%
6	Undertaking and utilising training and development to enhance working skills and knowledge of self and team, to improve service delivery.	3%
7	Any other duties appropriate to the grade and the role of the person appointed	

Person specification

	Essential	Desirable
Skills	<ul style="list-style-type: none"> ▪ Actively seeks to develop self ▪ Adaptable ▪ Attention to detail ▪ Seeks explanations and solutions ▪ Concentrates attention and activity on customer ▪ Effective communicator ▪ Some IT skills ▪ Good cooking skills ▪ Good level of numeracy and literacy 	
Knowledge and experience	<ul style="list-style-type: none"> ▪ Some experience of working in a similar role/environment 	<ul style="list-style-type: none"> ▪ Some supervisory experience
Qualifications, certification and training (relevant to role)	<ul style="list-style-type: none"> ▪ NVQ 2 in food preparation or equivalent qualification or some relevant experience 	<ul style="list-style-type: none"> ▪ Basic Food Hygiene certificate



The University strongly endorses Athena SWAN principles, with commitment from all levels of the organisation in furthering women's careers. It is our mission to ensure equal opportunity, best working practices and fair policies for all.

Expectations and behaviours

The University has developed a clear set of core expectations and behaviours that our people should be demonstrating in their work, and as ambassadors of the University's strategy, vision and values. The following are essential to the role:

- Valuing people** Is open and welcoming of others, approachable and respectful. Considers the wider point of view and delivers appropriate support and guidance to colleagues.
- Taking ownership** Shows initiative and takes responsibility for own actions. Offers clarity and tactful support to colleagues to aid decisions and actions.
- Forward thinking** Demonstrates the ability to learn, and enjoys the opportunity to develop. Likes to share and implement new ideas and improvements in their area of work. Seeks feedback from others.
- Professional pride** Is self-appraising, seeking feedback from others and acts as a great role-model at all times. Keen to deliver the job well and be an effective member of the team.
- Always inclusive** Is sensitive to the needs of others and understands every person is important, right across the organisation, irrespective of level, culture, disability or any other characteristic.

Key relationships with others

