



# Blundell's

FOUNDED 1604

## WORKING AT BLUNDELL'S JOB DESCRIPTION AND PERSON SPECIFICATION

**Job Title:** Chef de Partie  
**Department:** Catering  
**Report to:** Exec / Head Chef  
**Date:** February 2024

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### ROLE

To provide safe attractively presented food in a safe environment that complies with Healthy Eating principles. Tasks will be undertaken on a shift system and communicated by the Head Chef or Executive Chef. Chefs must also be willing to assist at the many functions (both internal and external) within the School environment.

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### SPECIFIC RESPONSIBILITIES

- To plan, prepare and cook menu items as directed by the Sous / Head Chef.
- To assist in the development and planning of menus, including future food trends, and to be passionate about developing new styles of service and concepts.
- To assist with stock taking when required.
- To carry out the smooth and efficient running of your section as appropriate.
- To accept and monitor deliveries (in the absence of the Store Person)

### SERVICE

- To ensure that customers are given a prompt and efficient service and expectations are consistently exceeded.
- To be customer focused at all times, approachable and quick to exceed expectations in fulfilling customer needs.
- To serve customers and replenish counters throughout meal services.

### PEOPLE

- To be a team player, assisting other team members when necessary.
- To treat members of the team as you would expect to be treated.
- To demonstrate and instruct Commis Chefs in food preparation and cooking skills as directed by the Sous / Head Chef

## FINANCIAL MANAGEMENT

- To compile all food orders for sections under your supervision, ensuring food standards are agreed with the Head Chef; to ensure stock, deliveries and wastage are all checked and recorded in line with food standards.
- To gain an understanding of food costing and menu planning.

## HEALTH & SAFETY, FOOD SAFETY, the ENVIRONMENT

- To adhere to the School's Hygiene, Health and Safety policies.
- To rigorously follow the cleaning schedules.
- To ensure that food storage areas are maintained in accordance with the School's Hygiene, Healthy and Safety policies and procedures.

## ADDITIONAL RESPONSIBILITIES

- To take responsibility for contributing towards your own development with the guidance of the Exec / Head Chef and attend training courses as identified.
  - To show commitment to School's values in all aspects of your role.
  - To act as a positive ambassador for the School.
  - To attend to any reasonable request made by Management.
  - To attend training sessions when required.
  - To ensure compliance with the School's policy on safer recruitment and safeguarding children and young adults at all times whilst at work.
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## PERSON SPECIFICATION

### Essential Qualifications and Experience

- Minimum of 2 years' experience in food production/bulk catering.
- Basic Food Hygiene certificate
- First class customer service skills.
- Demonstrate knowledge of HACCP procedures.
- Ability to work under pressure (often unsupervised).
- Ability to prioritise and delegate where appropriate.
- Adaptable and flexible approach to the role.
- A good eye for detail.
- Able to demonstrate craft skills and food production to a high standard.
- Excellent team player.
- Able to maintain simple records.
- Excellent communication skills.
- Physically fit and able to lift and carry bulky items.
- Able to work to strict deadlines.
- Patient, tolerant and able to maintain excellent working relationships at all levels.
- Excellent interpersonal and communication skills.

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This is not an exclusive list of duties but gives an indication of the level of ability required. All staff will be expected to undertake relevant training and may be required to update their skills.

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Please sign to acknowledge receipt of job description.

Signature: \_\_\_\_\_

Employee Name: \_\_\_\_\_

Date: \_\_\_ / \_\_\_ / \_\_\_