



LINCOLN'S INN

JOB DESCRIPTION

Job Title:	Chef de Partie
Department:	Catering
Reporting to:	Head Chef / Senior Chef on Duty
Responsible for:	Commis Chef

Post Objectives

Assist the Head Chef and Senior Chef in the efficient and effective running of the kitchen and the team. To take an active role in the planning, preparation and presentation of food and dishes to the highest possible standards as expected by Lincoln's Inn Members Benchers and clients.

Main Duties

- To prepare, cook and assemble dishes (daily) to the highest possible culinary standards in accordance with the menu specifications as set by the Head Chef on duty.
- Be able to help a section or lead an event service when required.
- Place food requirements on market order forms.
- Inspects dishes for quality, temperature and presentation prior to service.
- Participate in monthly stock takes.
- Ensure high standards of cleanliness are adhered to at all times to ensure a safe environment for all food production.
- Correctly document the allergen content for each dish.
- To be able to lead and work in a team, treating all colleagues with respect and dignity.

Supervision, training and development of team

- To attend any relevant training course as required.
- To mentor, guide and train members of the team.
- Clearly, concisely and promptly communicates relevant information to all kitchen team.
- Liaise with senior chefs promoting good working relationship at all times.
- Attend any meetings as required by management.
- Contribute to menu development, recipes and future food innovation and culinary initiatives.

Finance

- Follow recipe specifications to enable accurate costing of dishes.
- Regularly complete the planning, production and wastage forms.

Health, Safety and Hygiene

- Ensure COSHH and HACCP regulations are continuously endeared to highlighting any concerns to the Head Chef or management.
- Maintain a high standard of personal presentation at all times both physically and verbally.
- Ensure that all equipment is kept in good order and stored away safely and securely.
- Report any broken or faulty equipment to senior kitchen staff.
- To use the Monika food safety system effectively and efficiently.
- Ensure all team members are labelling and storing food correctly.

Additional Information regarding the post

- The Inn has various kitchens on its estate. Due to the needs of the business you maybe asked to work in any of these areas and therefore duties will vary accordingly.
- The standard hours for this post are 40 per week including a one hour lunch break. Actual hours of work will be determined by the Head Chef in accordance with the business requirements.
- You must be prepared to work flexibly and change work methods, shift patterns or sections to help ensure the smooth running of the kitchen.

This job description is a guideline only and not exhaustive. This is a working document that may be added to or amended at any time.

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PERSON SPECIFICATION

Job Title: Chef de Partie

Department: Catering

Knowledge / Skills Required

The following criteria will be used to shortlist applicants for interview.

- Relevant catering qualifications i.e. City & Guilds diplomas in professional cookery, BTEC HND in professional cookery, a foundation degree in culinary arts, Health and safety and food hygiene certificates.
- Proven track record of cooking in a similar position/s.
- A comprehensive understanding of current Food Hygiene and Health and Safety practices.
- Highly motivated, able to use own initiative, have a can do attitude and demonstrate honesty and integrity in everything you do.
- Awareness of current food trends and catering practices.
- Demonstrate excellent knowledge and ability with food presentation and a passion for flavour and quality of food in all areas.
- An ability to supervise and develop a team.
- Proven track record of menu planning and costings.
- Experience of being responsible for own section, ensuring highest standard of cooking, serving and presentation.
- Ability to work under pressure and work to deadlines.
- Able to work flexibly as required ensuring duties are carried out to the highest standard.
- Good communication and interpersonal skills both written and verbal.
- Organising and planning of varying types of events.
- Excellent customer service skills.