



## Role Profile

<b>Job Title:</b> Chef De Partie	<b>Role Profile Number:</b> SBC_11837
<b>Grade:</b> M	<b>Date Prepared:</b> February 2023
<b>Directorate/Group:</b> Operational Services	<b>Reporting to:</b> Executive Chef
<b>Structure Chart attached:</b>	No

### Job Purpose

Assist with the provision of catering at Lydiard House ensuring a high quality offer that meets customer expectations and contributes to the financial performance of the Park

### Key Accountabilities

- Support the team to create and maintain a supply infrastructure to provide a creative, diverse menu to appeal to a wide range of customers, including a range of offers and healthy and allergen options, contribute to the team with strong and consistent cooking for the customers
- Assist the catering provision at hospitality-led events operational staff to ensure maximum customer satisfaction from events that provide a profitable source of income.
- Strictly adhere to health and safety procedures within the catering department, ensuring compliance with industry legislation and food safety regulations and HACCP.
- Contribute with ideas to help with operating procedures for opening, closing, presentation, cleaning and maintenance of the kitchen and equipment.
- Support the team with identifying opportunities to develop the hospitality and catering services in existing and new sites.
- Assist the Sous Chef and Executive Chef with monthly stock takes, cleaning Schedules, Allergens, Recipes and Day to Day diaries in the kitchen
- Keep up to date about latest trends and developments in the hospitality and catering industry.

### Supplementary Accountabilities

- To be flexible and be able to support the wider structure within the grading of this role
- To identify own training needs Supplementary Accountabilities
- Ensure effective communication between staff by maintaining a secure and friendly working environment.

### Knowledge & Experience

- Experience of catering experience in public, private or voluntary sector, or relevant experience in a catering role.
- Sound knowledge of industry standards for food hygiene and health and safety
- Full Food Hygiene Certificate
- Ability to work independently
- Culinary qualification or compensatory experience.
- Excellent communication skills, both written and oral
- High level of attention to detail

### Decision Making

- Stock control
- Contribute to running of certain sections eg example how fridge is set up/how to set it up
- Preparation of food to meet deadlines
- Food service decisions to meet dining expectations

### Creativity and Innovation

- Ability to work alone
- Flexible approach to working

<b><u>Job Scope</u></b>	<b>Budget Holder</b>	No
<b>Number and types of jobs managed</b> <ul style="list-style-type: none"><li>• Food preparation</li><li>• Kitchen Porter</li></ul>	<b>Responsibility</b>	None
<b>Typical tasks supervised/allocated to others</b> <ul style="list-style-type: none"><li>• Kitchen &amp; Catering Production</li><li>• Food service</li><li>• Cleaning</li></ul>	<b>Asset Responsibility:</b>	None

## Contacts and Relationships

- External clients and partners to ensure successful and profitable business outcomes and service reviews
- Contact with officers within the Council, providing professional advice, making recommendations, obtaining stakeholder buy-in
- Assisting the Hospitality and Catering Manager to network, benchmark and exchange best practice with other catering providers

## Values and Behaviours

We strive to underpin our culture through strong management and authentic leadership, this means getting the management basics right, and ensuring what we commit to individually and collectively, we own and demonstrate accountability aiming to get things right first time. Building on this we also expect everyone at SBC to demonstrate and live our organisational values and behaviours, this means in our work we are:

### **Connected: We put Swindon and its people at the heart of everything we do.**

We display a communication and behaviour style that promotes a positive Council identity in connecting with residents, customers, colleagues and other stakeholders ensuring a partnership approach to delivering our vision. Always asking, “is what I am doing in the best interests of Swindon and its people,”?

### **Resilient: We are forward thinking and work smart**

We seek to identify where things can be improved, ensuring this learning is embedded, evaluated and built upon through a strong approach to continuous organisational development.

### **Brave: We respect and work together with our colleagues and customers to achieve success**

We act in an emotionally intelligent way, setting positive examples around accountability, risk and governance. This will be delivered through developing ourselves and our teams to achieve the highest possible levels of productivity and performance.

## Other Key Features of the role

Unsocial hours including early mornings, evenings, weekends and bank holidays. The role is physical and requires standing for significant lengths of time. Some heavy lifting is required.

<b>Employee Signature:</b>	Print Name:
<b>Date:</b>	
<b>Line Managers Signature:</b>	Print Name:
<b>Date:</b>	