

JOB DESCRIPTION

JOB TITLE:	Chef De Partie
REPORTS DIRECTLY TO:	Head Chef
FUNCTIONAL RESPONSIBILITY	Head of Catering
OTHER REGULAR RELATIONSHIPS:	Sous Chef, Catering Department Staff, Teaching Staff and Students

JOB PURPOSE: To work as part of a team and to produce wholesome, properly cooked meals to a high standard in an efficient and cost effective manner.

MAIN RESPONSIBILITIES:

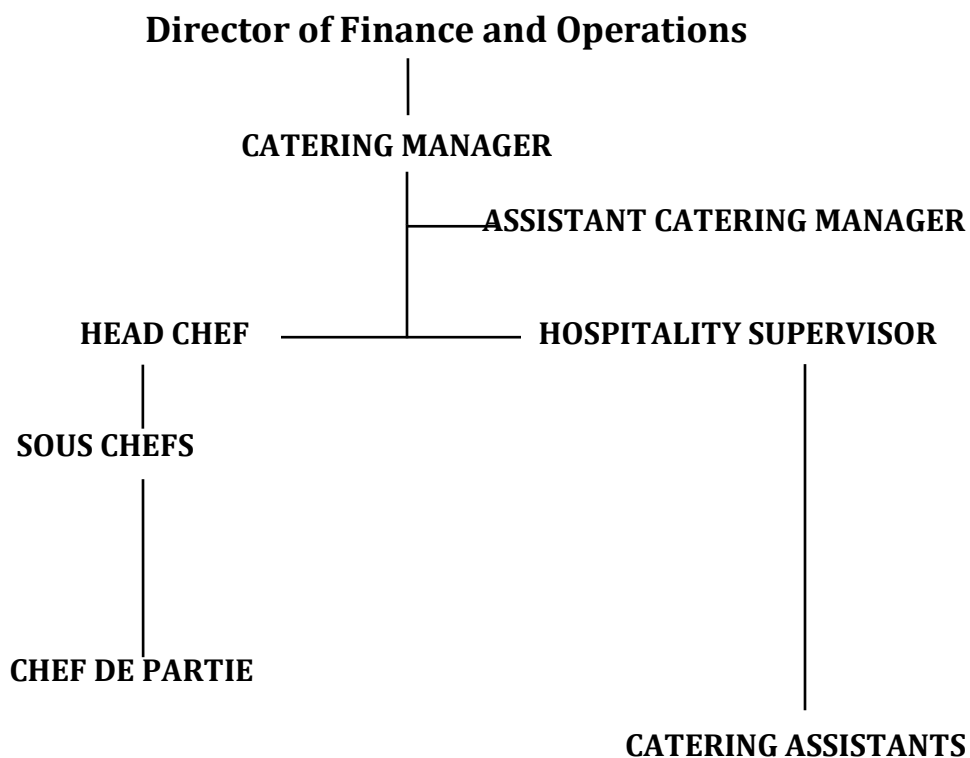
- To prepare fresh, hot and cold healthy meals for students, staff and visitors to the School.
- To prepare both hot and cold foods for special events.
- To ensure that in conjunction with the Head Chef / Sous Chef all meals are produced punctually without compromising quality, to the times specified by the Catering Manager.
- To ensure that all food preparation and handling conforms in all respects to the current food regulations (HACCP) and Environmental Health and Hygiene legislation along with any special instructions issued by the Catering Manager.
- All members of the Catering Team are expected to be available to work during busy periods, for example Christmas events, and annual School events, examples of which are, Prize Days and Exhibition Day.
- To observe all requirements of Environmental Health Regulations with particular regard to the requirements of the Health and Safety at Work Act, in particular that of personal hygiene, and protective / safety clothing.

To ensure that the technical area defined as:

- The main kitchen, food storerooms, refrigeration areas, food preparation areas and all catering equipment together with floors, and benches are maintained to a high level of hygiene and cleanliness, and at all times conform to both Health and Safety at Work Act and Environmental Health Regulations.
- In conjunction with the Catering Manager / Head Chef maintain stringent control over food waste both prior to and following cooking. This will include stock rotation and stock control.

- To bring to the immediate attention of the Head Chef / Catering Manager any defects in equipment, or of any unusual occurrence.
- To work according to the Policies and Procedures of Ratcliffe College.
- To undertake any other duties that may be required from time to time to ensure the efficient running of the School

Catering Department Organisation Chart



This job description is not exhaustive, but gives a broad indication of the duties and responsibilities of the post. The post-holder will be expected, after due discussion, to co-operate with any changes which may prove desirable.

Ratcliffe College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Pre-employment checks must be satisfactorily completed prior to a permanent offer being made, including enhanced screening through the Disclosure and Barring Service.



Additional Information

Ratcliffe College is an independent Roman Catholic day and boarding school founded by the Institute of Charity (known as the Rosminians) in 1847. It is located just off the A46 at Ratcliffe on the Wreake and is situated in beautiful grounds. With 900 students ranging from age 3 to age 18, the Catering Department is a very busy one, playing key role in the life of the School. The School employs over 300 staff and whilst being a highly successful organisation maintains a friendly “family” culture.

Hours of work:

The hours are an average of 39 hours per week (5 days) over a 4 week rota system. Shifts are generally 6am-2.30pm; 8.30am – 5.00pm and 11am – 7.30pm (46 week or 52 week contract) including two weekends out of four.

On occasions, additional hours will be required.

For the 46 week contract: the postholder will be paid for 46 weeks of the year and will be entitled to take 4 weeks holiday plus bank holidays out of that. The six weeks of the year that they don't work are known as “retainer days”. This means that their employment contract is continuous and they could be called in to work at any time and for any number of days during those 6 weeks should the needs of the school require it and depending upon the functions/events taking place within the School during the School holidays. This is all arranged by the Catering Manager who will determine how many staff he requires for various events (for example weddings). The six weeks are not in a block altogether – they are spread throughout the year over the 18 weeks of School holidays. If staff are called in, they will receive additional flat rate pay for those days.

Basic Terms:

- Rate of Pay: **£12.23 per hour**, paid monthly in 12 equal payments. (**£24,802** for 52 weeks)
- 20 days paid leave, plus bank holidays, **plus** the days between Christmas and new year.
- For the good running of the school, annual leave is to be taken at times previously agreed with the Head Chef and Catering Manager. Holidays should be taken during School holiday times.
- Appointment is subject to the conditions of employment for support staff and will require full pre-employment checks including satisfactory screening through the Disclosure and Barring Service.

Other Benefits:

- Free parking
- Free meals
- Full uniform and on-site laundry service
- Free beverages throughout the day
- Contributory pension scheme + 4 times salary life assurance scheme
- School fee remission scheme for staff applicable after qualifying period.