

DARLINGTON BOROUGH COUNCIL
ECONOMIC GROWTH AND NEIGHBOURHOOD SERVICES

JOB DESCRIPTION

<u>POST TITLE :</u>	Chef De Partie
<u>PAY BAND :</u>	Band 5
<u>JOB EVALUATION NO.</u>	C1027
<u>REPORTING RELATIONSHIP</u>	The post holder is responsible to the Head Chef
<u>JOB PURPOSE :</u>	To work in a team to prepare and serve food to the highest standards, with input into menu development, costing and purchasing.
<u>POST NO.</u>	POS010577
<u>PDR COMPETENCY FRAMEWORK</u>	Level 1, Expected Competencies for all employees

MAIN DUTIES/RESPONSIBILITIES

1. To ensure that the Highest standards of quality of product and outstanding customer service are delivered throughout all Dolphin Centre Catering outlets
2. To assist the Head Chef and Catering Manager in the running of the day-to-day food preparation.
3. To ensure that the department's policy is maintained in respect of the receipt and storage of all food products and goods
4. To ensure that all food products received and prepared meet the requirements of the departments quality policy.
5. To ensure that all current health and hygiene legislation requirements are maintained and to work within current departmental safety policies
6. To assist with staff training to meet departmental objectives.
7. To assist the Head Chef and Catering Manager in the planning and implementation of menus for:
 - Daily menu, special menu and promotions
 - Functions and banqueting
 - Other specialist events
8. To assist the Head Chef and Catering Manager with the day to day ordering, issuing and control of all food supplies.

9. To assist the Head Chef and Catering Manager in the menu development and costing
10. To ensure a clean and presentable image at all times
11. The postholder may be required to provide a service within any other catering unit
12. Ensure that you work in line with all the Council's policies and procedures and ensure that you are aware of your obligations under these.
13. Behave according to the Employees' Code of Conduct and ensure that you are aware of your obligations and responsibilities re: conflicts of interest, gifts, hospitality and other matters covered by the Code.
14. Carry out your role in line with the Council's Equality agenda.
15. To comply with health and safety policies, organisational statements and procedures, report any incidents / accidents/ hazards and take a pro-active approach to health and safety matters in order to protect yourself and others.
16. Any other duties of a similar nature related to this post that may be required from time-to-time.
17. Darlington Borough Council and schools within the Borough are committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.
18. This post is deemed to be a 'Customer Facing' role in line with the definition of the Code of Practice on the English language requirement for public sector workers.

Date: February 2020