

JOB DESCRIPTION

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| JOB TITLE: | Chef de Partie | DEPARTMENT: | Catering |
| REPORTING TO: | Sous/Head/Executive Chef | LOCATION: | Chelmsford City Racecourse |
| JOB SUMMARY | | | |
| To assist the brigade in the preparation, cooking and delivery of food in the various food outlets across the racecourse | | | |
| KEY ACCOUNTABILITIES | | | |
| <ul style="list-style-type: none">• Assist with the preparation and Service of all food/menu leaving the kitchen which you are working with as instructed by your line manager.• Food preparation to high standards and maintaining high level of hygiene.• Ensure your section is set up prior to service.• Ensure your section is kept clean, tidy and hygienic at all times.• Responsible for cleaning down your section after service.• Wrapping, labelling and storing raw and prepared food as per Hygiene regulations.• Support/help/prep main kitchen and other areas when required (eg Christmas & Large events).• Aware of and adherence to, all COSHH & HACCAP regulations relevant to your working area.• Communicate to your line manager any stock ordering requirements relating to (but not limited to) your section of work.• Train and develop junior members of the kitchen brigade.• Bring to the attention of your line manager any items of equipment that is in disrepair or any potential hazards within the kitchen that you may notice. | | | |

PERSON SPECIFICATION

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| QUALIFICATIONS |
| <ul style="list-style-type: none">• Basic Food Hygiene Certification; |
| EXPERIENCE/SKILLS |
| <ul style="list-style-type: none">• Previous experience in a similar role.• Experience of supervising casual workers when required, to ensure that the work is completed to required standard.• Experience of working in, or knowledge of horse racing or sports sector is desirable. |
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| PERSONAL CHARACTERISTICS |
| <ul style="list-style-type: none"> • Ability to work on own initiative and under pressure; • A flexible and adaptable approach with the ability to remain calm under pressure. • Good communication skills; • Team player; • Produce work of high quality. |
| ESSENTIALS |
| <ul style="list-style-type: none"> • Full, clean driving licence or the ability to travel when required. • There is a requirement for flexibility of working hours as the post holder will be required to work weekends, public holidays, and evenings; actual hours and days of work will vary to cover the hours of the business. |
| TRAINING AND DEVELOPMENT |
| <p>Full training will be given to the post holder to help them fulfil their duties. Great Leighs Estates Limited is committed to promoting an environment of training, learning and continuous professional development for all employees. We recognise that this is essential to providing a high quality service which meets the needs and expectations of our clients, stakeholders and staff alike.</p> |
| HEALTH AND SAFETY |
| <p>As an employee of Great Leighs Estates Limited, the post holder has a duty under the Health and Safety at Work Act 1974, to:-</p> <ul style="list-style-type: none"> • Take reasonable care of the health and safety of themselves and all other persons who may be affected by their acts or omissions at work. • Co-operate with their employer to ensure compliance with Health and Safety legislation. |
| DATA PROTECTION |
| <p>The post holder must, at all times, respect the confidentiality of information, abiding at all times with any policy or procedure in relation to data protection issued by Great Leighs Estates Limited and with the provisions of all relevant data protection legislation. This includes, if required to do so, obtain, process and/or use information held on a computer in a fair and lawful way, to hold data only for the specified registered purposes and to use or disclose data only to authorised persons or organisations as instructed.</p> |

This job description is subject to regular review and appropriate modification.

I confirm I have read and understand this Job Description.

Name of Post holder

Signature

Date