



TRINITY HALL  
CAMBRIDGE

## JOB DESCRIPTION | CHEF DE PARTIE

<b>Responsible to</b>	Head Chef, or such other person determined by the College at any time
<b>Place of work</b>	Based at Trinity Hall, Central Site
<b>Hours of Work</b>	37.5 hours per week, include evenings and weekends
<b>Objective</b>	To provide a professional food preparation service
<b>Experience</b>	Experience in a similar position
<b>Main Duties and Responsibilities</b>	<ul style="list-style-type: none"><li>• In liaison with the Kitchen Management Team, oversee the preparation, cooking and presentation of food for Fellows, students and guests</li><li>• Ensure that all food preparation is carried out to College's high standards and ensure complete customer satisfaction</li><li>• Ensure standards of work are kept to a high level, that productivity is maintained at all times</li><li>• Contribution to the creation of new menus and dishes with the Kitchen Management Team</li><li>• To ensure that high levels of food safety standards are maintained in the kitchen at all times</li><li>• To maintain a high level of awareness for allergens, labelling dishes as appropriate</li><li>• To manage and assist in the receipt and storage of all provisions, fresh and frozen, in accordance with current food hygiene regulations including correct stock rotation and storage. Ensuring that all food is labelled clearly and correctly</li><li>• To assume responsibility when in charge for checking all menus to ensure foodstuffs required have been received and are prepared on time and to the required standard</li><li>• To ensure that the cleaning schedule is adhered to</li><li>• To provide training, coaching and assistance to other members of the kitchen brigade</li><li>• In the absence of other section chefs, you are to provide cover as required</li><li>• To carry and lift medium to heavy loads regularly (i.e., goods delivery, large pots and pans)</li><li>• To provide training, coaching and assistance to other members of the kitchen brigade</li></ul>



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- To provide assistance in the absence of other Section Chefs as instructed by the Head Chef or their Deputy
- To undertake further training when required
- Any other reasonable duties required by the Head Chef/Deputy Head Chef

**Trinity Hall reserves the right to make changes or update this job description at any time. Changes will be introduced following discussions with the post holder**



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## PERSON SPECIFICATION

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"><li>• NVQ Level 2 or equivalent qualification</li><li>• Level 2 Food Hygiene Certificate</li><li>• Knowledge of allergen regulations</li></ul>	<ul style="list-style-type: none"><li>• NVQ3 or equivalent qualification</li><li>• Level 3 Food Hygiene</li></ul>
<b>Skills Knowledge Training</b>	<ul style="list-style-type: none"><li>• Well organised</li><li>• Good communication and interpersonal skills</li><li>• Knowledge of manual handling techniques</li><li>• Knowledge of HACCP principles and COSHH regulations</li></ul>	<ul style="list-style-type: none"><li>• Experience of menu creation</li></ul>
<b>Experience</b>	<ul style="list-style-type: none"><li>• Experience in a similar position</li><li>• Evidence of ability to plan ahead and prioritise workload</li><li>• Evidence of ability to meet deadlines</li></ul>	<ul style="list-style-type: none"><li>• Experience of working in College kitchen</li></ul>
<b>Personal attributes</b>	<ul style="list-style-type: none"><li>• Able to work well both as an individual and as part of a team</li><li>• Cheerful and co-operative disposition</li><li>• Smart and tidy appearance</li><li>• Flexible approach and accepting of change</li><li>• Willingness to undertake further training and learn new skills</li><li>• Good timekeeping</li></ul>	

*Last updated December 2023*