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| **Breakfast & Lounge bar Chef de partie**  **Kitchen** | | | |
| **Based** | Royal Society of Medicine | **Travel** | Works at the 1 Wimpole Street. |
| **Reports** | Directly managers of chef de parties & commis  Indirect managers – None | **Reports to** | Paul Kennison  Executive Head Chef , |
| **Seniority** | Supervisor | **Hours** | 40 hours full time,7 days a week shift work.  Shift pattern is  6.30- 15.00 Monday – Friday  7.00 to 15.30 Saturday & Sunday. Two days off during the week  Needs to be flexibility as long hours could be required on busy days up, overtime will be paid,  When someone goes on holiday you could be required to cover their job and role this will be mean working a different shift pattern. |
|  | * To ensure compliance with statutory and Company regulations concerning the food hygiene policy set by the Exec chef i.e., food safety of customers & staff, are compiled at all time. * To ensure that Company, Client and Statutory regulations regarding health and Safety, Fire and Security are compiled at all time. * To ensure compliance with statutory and Company regulations concerning SSOW towards task with dangerous equipment are compiled at all time. | | |
| **Key contacts** | **Internal**  Exec Head chef  Senior sous chef  Sous chefs  All other catering chefs and porters with-in the department  Conferencing and event Supervisor and waiters  Food Service Supervisor and waiters  **External: List who the job holder needs to**  None | | |
| **Facts and Figures** | | | |
| * Adhere to H&S and Food polices within The Royal Society of Medicine direct. * Daily running of the breakfast food section in the Members Restaurant area IE : food service and food preparation * Daily running of the weekend (Saturday & Sunday) lounge bar food offer in the Members Restaurant area IE : food service and food preparation * Assist in the daily running of any food section in the Members Restaurant area IE : food service and food preparation * Working under pressure and to time constraints. * To work to the SOP set by the Exec chef are met and adhered to daily. * To cook during service to a prompt service of food at the required time and to the company’s standards and the customers satisfaction. * To work with-in standard of production with the demi chef and commis under your control, on production and presentation of food in the kitchen. * Work with your line manager on daily ordering of fresh and dry produce in the kitchen. * Ensure all fresh and dry food items are stored correctly as per the food policy and all stock is rotated by use and best before. * To ensure kitchen areas are always clean and tidy. * To have a good knowledge and understanding of all policies, rules and regulations as set by the Society. * To maintain and ensure teamwork and good ethics with your colleagues and supervisors. * To set the example by being always professional and leading by example to junior members of the team * To carry out any other reasonable duty that may be requested by management that pertains to the total operation of The Royal Society of Medicine * To assist with special functions and other areas of service where necessary | | | |
| **Key Outcomes (Role Purpose)** | | | |
| To assist with the preparation and service of food to the Company’s standard and the Clients satisfaction and to maintain cleanliness and hygiene in the unit.  To assist in daily ordering of food to achieve a food budget in the events and members kitchen cost centres.  To assist your line manager in the daily running of the Members or Events kitchens. | | | |
| **Key Objectives (Role Responsibilities)** | | | |
| **Preparation of food and running of a food section i.e., Breakfast and weekend food offer Also work with in Sauce, Pastry, Larder, Events - Banqueting when needed**   * Organizing your work by checking your section ensuring the MEP is what needs to be done for the daily business and you are ready for service that shift being able to work under pressure to time constraints, organize the work of your commis or demi chef under your control do MEP check list for the chef taking over your section. * Food preparation of the section area you are running to ensure you are working to the correct portion size and SOP, so the cost of the dish is reached i.e., when cutting up meat and other food items. * Follow a recipe if needed set out by the Exec chef in cooking and preparation of a dish and any chef under your control. * Ensure you are working to the correct allergen information and the chefs under your control for each dish, so it is the same as per the allergen matrix.   **To assist in the running of restaurant service, events breakfast functions**   * To communicate with front of house managers, waiters, and sales team to ensure the smooth running of the service, during a pressurized service * To assist your line manager by checking function sheets daily for any changes to the event so to ensure you have ordered, and the event is catered for and your MEP is done for the event. * To ensure that all food is cooked and prepared to the required standard and is ready for service when working in a pressurized environment and to tight time constraints ie you have to be ready for the beginning of each service sometime with shortness of staff. * To ensure that the food is cooked and served to the required standard during a service situation to achieve client satisfaction. * To assist your line manager to ensure the food delivers from external suppliers and requestions from the internal kitchen store have been ordered stored correctly and delivered for different days and functions according to the events and daily business and stored correctly.   **Food cost Management**   * To ensure you check your section to make sure what you are ordering is what we need for the daily work and you are not over ordering, so we are not carrying too much stock. * Ensure the correct portion size is being plated and prepared for service and during your MEP by yourself and the chef under your control to ensure each dish comes within budget * Ensure food is not being wasted due to bad preparation of products   **Food, H&S Safety Management** **of kitchen**   * To ensure you and the chef under your control are working to the food safety policy i.e. when you cook and doing food preparation, so you are cooking to the food safety Act 1984 ,1990 legislation and hygiene standards * To check and sign and date the weekly and daily cleaning sheets, open and close check lists as per the food safely policy * To use the Monika hand reader and prob to record food core temperatures of final cooking, hot holding, and blast chiller so they are stored on the computerized fridge and food safely system as part of our due diligence. * Make sure the kitchen as a whole and the unit you are working is always kept clean and tidy | | | |
| **Person Spec- Key Competencies** | | | |
| 1. Good communicator 2. Hard working 3. Working under pressure 4. Be able to work long hours 5. Team player 6. Reasonable 7. Passion for food 8. Personable 9. Timekeeping | | | |
| Person SpecPersonal attributes, knowledge, experience & qualifications - Essential | | | |
| 1. City & guilds or NVQ level 1 and 2 cooking qualification 2. Food safety qualification Level 2 3. Strong Chef cooking experience 4. 2 years’ experience as chef de partie 5. Experience of working in a high volume, fast paced kitchen environment 6. A passion for team and personal development 7. A passion for cooking, exceptional service standards with a great attention to detail, 8. Good supervisory skills in kitchens | | | |
| Person SpecPersonal attributes, knowledge, experience & qualifications - Desirable | | | |
| 1. Food and hygiene qualification level 3 2. Health and safety qualification level 1 or 2 3. City & guilds or NVQ level 3 or 4 cooking qualification 4. Use of Fnb computer ordering system 5. Proven use of Monika system (computerized Fridge monitor system) 6. Office excel experience 7. Great communicator with great leadership and organisational skill 8. Exposure to food cost control and GP achievement | | | |
| **Organisational values & behaviours**  **The following generic statements are included in all RSM Job Profiles.** | | | |
| The post holder must always when conducting responsibilities and interacting with others:   1. Uphold the RSM values. Specifically treating others with RESPECT, INVESTING in people to help them develop and grow, striving to continuously IMPROVE what we do by setting ourselves and others stretching objectives and measuring outcomes, LISTENING to colleagues, customers and COLLABORATING to achieve more new ideas, DELIVERING our intentions. 2. Adhere to the Society’s Health and Safety regulations and ensure the safety of oneself and others engaged in the RSM premises and work by reporting hazards to a senior manager for address or taking actions (where possible) to remove safety hazards. 3. Adhere to the Society’s GDPR regulations and only use data as required to undertake their role and handle it in an appropriate and confidential manner. 4. Fully subscribe to the spirit of and adhere to the Society’s people policies the RSM’s Code of Conduct. | | | |