**Job Description**

**Job Title:** Chef de Partie

**Career Level:** 5

**Department or Business Sector:** Events

**Location**: The Manufacturing Technology Centre Ltd., Ansty Park, Coventry, CV7 9JU.

**Reporting to (manager’s job title):** Head Chef

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| **Heading:** | **Description** |
| 1. **Job Purpose** | The MTC prides itself on providing a comprehensive, high quality Food & Beverage service to its colleagues, members, stakeholders and corporate clients  The role will play an integral part within the Catering & Events team, working to assist the Head Chef and Sous Chef to achieve the highest standards of food production and customer satisfaction, contribute to the achievement of Gross Profit targets, and maintain a safe and hygienic kitchen environment.  The Chef de Partie will take care of daily food preparation and duties assigned by the Head and Sous Chef to provide a breakfast, lunch and refreshment service throughout the day to colleagues, members and visitors as well as catering for all internal and external corporate meetings, events and banquets  The position requires a dynamic person who is passionate about cooking and can thrive in a busy atmosphere and have stamina, creativity and excellent attention to detail whilst being responsible for overseeing their designated responsibilities.  In addition, a good understanding of financial performance and an excellent knowledge of HACCP is a pre-requisite with a requirement to develop and be responsible & accountable for all due diligence relating to food safety and management account information. |
| 1. **Communication** | This role will require good front of house oral communication skills and will be required to build a good profile with colleagues at all levels, including members and visitors. A good temperament when responding to direct internal or external feedback and comments is a must when coming into face to face contact maintaining the RIGHT Way principles.  Daily communication with direct teams is required including the Head and Sous chef, F & B Services Supervisors and F & B Assistants to confirm deliveries, generate supplier orders, production, menu details for the day’s service and delegating responsibilities.  Weekly briefings with the Events delivery team to discuss upcoming business demands and customer requirements.  Communication of menus and allergens is vitally important at all service locations and are required to be visually displayed as well as communicated orally and in writing to F & B staff. Weekly written confirmation is required for the MTC Intranet pages. |
| 1. **Innovation** | The role requires a fresh new approach that can maintain a legacy and positive profile for MTC. Processes, procedures and controls have been redefined but are in infancy so changes are expected to be identified and initiated by the post holder and in collaboration with the senior kitchen team.  The F & B service must continue to innovate along with a returning hospitality sector post COVID-19. The post should support in identifying current trends and service styles. Menu innovation is vital to keeping ideas fresh, competitive and engaging a new era of healthiness and wellbeing in a world.  F & B will feed into a welfare strategy to encourage and support the returning of colleagues and clients to sites post COVID-19. With this increase in demands and revenue it will be a requirement for the F & B provision to grow organically overtime.  The position will provide a vast cross section of transferable skills such as organisation, communication, problem-solving, multitasking, diligence and attention to detail. |
| 1. **Knowledge** | * City & Guilds diplomas in professional cookery * Minimum of 1 years of experience in a similar role * A good understanding of products and ingredients * Ability to create recipes and specifications * Level 2 in Food Safety and Health & Safety * Awareness of manual handling techniques * Understanding in operation all forms of kitchen equipment * Understanding of using dangerous equipment including knives * Awareness of COSHH * Understanding of gross profit margins and waste control. * Awareness of environmental impacts and Carbon Neutral initiatives within the food industry. * EPoS software. * Tasting and the ability to identify flavours. * Passion for understanding trends and seasonal ingredients, and a desire to constantly evolve our offer * Understanding of gross profit margins, waste control. |
| 1. **Person Specification** | All aspects of the role are to be carried out as an exemplar within the business in adhering to the MTC RIGHT way:   * Acting responsibly, putting MTC’s interests ahead of personal ambition; * Providing inspirational leadership to all who come in contact with you; * Delivering in the broadest sense a great working environment; * Leading with humility, honesty and integrity in all that you do; * Promoting teamwork, supporting through difficult times and collectively celebrating our successes.   In addition:   * Passionate about working within the hospitality industry takes pride in their work. * A proven working knowledge of English and continental cookery * Flair and enthusiasm for cooking with fresh quality ingredients * Excellent customer facing and service skills with good interpersonal skills and the confidence to deal with people at all levels to present a positive impression. * Demonstrate passion, enthusiasm and determination for achieving business objectives and the drive to deliver results in a fast paced environment * A reliable, strong leader who can develop and motivate a small team. * Ability to prioritise and remain calm under pressure. * Good interpersonal skills and the confidence to deal with people at all levels. * Be comfortable in making decisions in area of speciality or expertise and taking ownership. * Thrive in a busy atmosphere and have stamina, creativity and excellent attention to detail * Ability to adapt and embrace change with a willingness to embrace new ideas and processes. * Ability to effectively delegate * High standard of personal presentation and cleanliness. * Experience of managing a busy kitchen section with exacting standards * Track record of successfully ordering, preparing and serving high quality food * Experience of managing stock movement and gross profit margins * Driver and have own car with clean licence. * Commitment to observing the MTC’s Equality and Diversity policies at all times * Curiosity and desire to learn more. |