

## JOB DESCRIPTION & KEY ACCOUNTABILITIES

<b>Job Title</b>	Senior Chef de Partie
<b>Reporting to</b>	Catering Manager
<b>Job Purpose</b>	To ensure the kitchen and dining room operate in a safe, clean and friendly environment, while providing high quality food and service.
<b>Principal Responsibilities</b>	<ol style="list-style-type: none"> <li><b>1. Food Preparation &amp; Cooking</b> <ol style="list-style-type: none"> <li>1.1. Prepare food as directed by the CM.</li> <li>1.2. Cook food as directed by the CM.</li> <li>1.3. Assign duties to kitchen staff as needed.</li> <li>1.4. Report any food needs to the CM.</li> <li>1.5. Report all cooking failures to the CM.</li> <li>1.6. Ensure all left over food is dated and covered in fridge.</li> </ol> </li> <li><b>2. Stock Management</b> <ol style="list-style-type: none"> <li>2.1. Adhere to all stock management processes.</li> </ol> </li> <li><b>3. Food Service</b> <ol style="list-style-type: none"> <li>3.1. Ensure dining room is set up for meal service.</li> <li>3.2. Ensure food is hot and ready for distribution at meal times.</li> </ol> </li> <li><b>4. Cleaning</b> <ol style="list-style-type: none"> <li>4.1. Ensure all kitchen equipment is cleaned after use.</li> <li>4.2. Ensure the kitchen and wash up room are cleaned after use.</li> </ol> </li> <li><b>5. Staff Management Communication</b> <ol style="list-style-type: none"> <li>5.1. Advise staff of, and oversee them in their daily tasks.</li> <li>5.2. Promote and maintain a fair and positive working environment.</li> <li>5.3. Keep the CM informed of 'the workings' of the dining room.</li> <li>5.4. Communicate with the Dio community effectively.</li> <li>5.5. Daily briefing is undertaken with the CM.</li> </ol> </li> <li><b>6. Health &amp; Safety</b> <ol style="list-style-type: none"> <li>6.1. Demonstrate a commitment to Health &amp; Safety related policies and procedures to ensure a safe and positive working environment.</li> <li>6.2. Clean up any spillage.</li> <li>6.3. Inform the CM of any potential hazards, accident risks, or other Health &amp; Safety issues.</li> </ol> </li> <li><b>7. Professional Development</b> <ol style="list-style-type: none"> <li>7.1. Participate in performance appraisals, personal and professional development in line with the schools needs and identified personal and professional objectives.</li> </ol> </li> <li><b>8. Other / General Duties</b> <ol style="list-style-type: none"> <li>8.1. Carry out any reasonable instruction from the CM, and undertake all activities required to fulfil the requirements of the role.</li> <li>8.2. Ensure the kitchen and dining room are left secure at the end of the evening shift.</li> <li>8.3. Serve in the canteen as required.</li> </ol> </li> </ol>

	<p>8.4. Attend relevant meetings and undertake any allocated activities/tasks.</p> <p>8.5. Adhere to school wide policies and procedures.</p> <p>8.6. Act as an effective and professional role model, reflecting the Special Character of the school.</p>
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## CANDIDATE PROFILE

<b>Knowledge &amp; Experience</b>	Relevant qualification is highly desirable (e.g. Chef qualification). Previous experience in a similar role.		
<b>Skills</b>	<p><b>ROLE</b></p> <ul style="list-style-type: none"> <li>Proven ability to prepare and cook high quality food</li> <li>Proven ability to supervise staff</li> <li>Well-developed computer skills</li> <li>Willing to wear the Dio catering uniform, including head wear as required</li> <li>Able to understand that the students and staff at Dio are clients and therefore must be treated at all times with courtesy, respect and cooperation</li> </ul> <p><b>LEADERSHIP</b></p> <ul style="list-style-type: none"> <li>Leads by example, in particular, accountability for actions and the delivery of consistent quality outcomes and achievements</li> </ul> <p><b>PROBLEM SOLVING &amp; ANALYSIS</b></p> <ul style="list-style-type: none"> <li>Can effectively analyse, and confidently address, issues</li> <li>Able to make systematic and rational judgments based on all relevant information</li> <li>Able to work with conflicting priorities, yet adhere to timeframes and deliver agreed results</li> </ul> <p><b>CUSTOMER SERVICE &amp; RELATIONSHIP MANAGEMENT</b></p> <ul style="list-style-type: none"> <li>Shows a commitment to, and the delivery of excellent customer service</li> <li>Able to establish and maintain positive working relationships within the school community</li> </ul> <p><b>INTERPERSONAL STYLE</b></p> <ul style="list-style-type: none"> <li>Demonstrates a strong personal commitment to school wide excellence, honesty, integrity and the special character of the school</li> <li>Is thoughtful, resilient, calm and stable in challenging situations</li> <li>Demonstrates professional confidence</li> <li>Shows initiative, decisiveness and openness</li> <li>Works as an effective team member</li> <li>Is personable and gets on well with people</li> <li>Able to maintain a cheerful co-operative professional manner</li> <li>Demonstrates effective communication</li> <li>Demonstrates an ability to understand and interpret oral and written instructions</li> <li>Has high standards with an eye for detail</li> <li>Displays and maintains a good level of personal presentation</li> </ul>		
<b>Signature</b>		<b>Date</b>	