



Job Description

Job title:	Chef De Partie
Reporting to:	Sous Chef
Line Manager:	Executive Chef
Terms:	Full time (37 hours), fixed term until October 2019)
Pay Zone/Salary Band:	1C / £20,200.00

Areas of responsibility: Working within the Operations and Commercial function and specifically in the Commercial and Trading team. This post operates in F&B/C&B outlets operating 7 days a week throughout various Birmingham Museum Trust venues

Accountabilities:

- 1 Delivering exceptional levels of service to ensure the quality of food provided and customer experience exceeds expectations at all times.
- 2 Be able to support Sous Chef/Kitchen team production and service
- 3 Daily Due Diligence Processes
- 4 Daily Hygiene Practices

Key Responsibilities:

- 1 Responsible for preparation in the kitchen
- 2 Offer assistance to the operations front of house team
- 3 Checking & managing stock, including the receipt of deliveries and goods.
- 4 Support achieving budgetary targets.
- 5 Assist with menu creation
- 6 Support high standards of food production and service consistently.
- 7 Maintain a clean as you go environment and maintain exceptional levels of cleanliness and hygiene at all times.
- 8 Support processes & procedures in place including COSHH, HACCP, Health & Safety and ensuring due diligence.
- 9 Support KPIS and assisting with office administration required for the kitchen.
- 10 Supporting and assisting with absences, events, busy periods to ensure a smooth running of the kitchen and service to our customers.
- 11 Work across Birmingham Museums sites as needed to ensure a smooth and successful service is offered to all our customers.



All of the above is not an exhaustive list of duties and the post holder will be expected to perform different tasks as necessitated by their changing role within the organisation and the overall business objectives of the organisation.



	Person Specification	
	Essential Criteria	Desirable Criteria
Qualification	<p>Holds a relevant qualification in food preparation.</p> <p>Level 2 certificate or higher in food hygiene.</p>	
Experience and Knowledge	<p>Experience of working as a CDP, in high pressure environment whilst delivering excellent food.</p> <p>Knowledge of food hygiene, storage and preparation.</p> <p>Experience of managing and storing stock.</p> <p>Excellent presentations skills and attention to detail.</p>	<p>Have experience of working in a similar role within the museum sector.</p>
Skills	<p>Experienced chef proven in previous employment experience.</p> <p>Be able to work in a highly pressurised environment.</p> <p>Skilled in a range of food preparation.</p> <p>Be able to follow processes and procedures.</p> <p>Have excellent organisation skills.</p>	<p>Experience of supporting the delivery of budgetary targets</p>



Aptitude	<p>Demonstrate being passionate, presentable, co-operative, reliable, customer responsive with a “can do” attitude.</p> <p>Excellent communication skills</p> <p>Demonstrate an aptitude and acceptance of working within an environment that has numerous interruptions, changing workload demands and new organisational challenges</p> <p>Be driven and focused on first class standards across every aspect of the operation.</p>	
Circumstances	<p>Able to work across the portfolio of BMT sites when required.</p>	<p>Full UK driving license is desirable.</p>
Safeguarding Children, Young People and Vulnerable Adults	<p>Fully understands their role in the context of safeguarding children, young people and vulnerable adults</p>	
Equal Opportunities	<p>An understanding of Equal Opportunities.</p>	

Purpose of this Job Description:

Birmingham Museums Trust (BMT) considers this document as a “snapshot” of the job and the tasks listed are not an exhaustive list. It aims to provide a clear guide at the time of writing to all that is involved about the requirements of the job. It will also be used to communicate expectations about performance and will be used to monitor effective performance.