



# JOB DESCRIPTION



## *Supporting a thriving parliamentary democracy*

<b>Job title:</b>	<b>Chef de Partie</b>
<b>Campaign Type:</b>	<b>Concurrent</b>
<b>Payband:</b>	<b>CGD1</b>
<b>Pay range:</b>	<b>£23,290 per annum</b>
<b>Team:</b>	<b>In-House Services</b>
<b>Section:</b>	<b>Catering Services</b>
<b>Reports to:</b>	<b>Sous Chef</b>
<b>Number of posts:</b>	<b>1</b>
<b>Hours:</b>	<b>Full time 36.5 hours</b>
<b>Contract type/ duration:</b>	<b>Permanent</b>
<b>Issue date:</b>	<b>23 November 2018</b>
<b>Closing date:</b>	<b>10 December 2018</b>

### **The House of Commons**

The House of Commons and the iconic Palace of Westminster are key elements of the UK's "Mother of all Parliaments". Around 2,500 staff work behind the scenes at the House of Commons, supporting the democratic process in many different ways. We are politically impartial and take great pride in the vision and values which guide our work.

It takes a huge range of skills and experience to keep the House of Commons running, and we all contribute to supporting a thriving parliamentary democracy.

### **Team information**

The In-House Services team aims to deliver a comfortable, safe and efficient environment for Members, their staff and staff of the House to work in; as well as providing a welcoming and functional environment for all visitors to the House of Commons.

Catering Services aim to deliver the best quality service with an enthusiastic and professional team for the benefit of all our customers. We are responsible for the efficient operation of the House of Commons catering facilities within the agreed financial framework.

### **Job introduction**

Together with the Senior Chef to be responsible for the efficient and effective running of a designated kitchen to include;

- the preparation, production and service of all menu and related items
- the supervision of staff under their brigade
- operating within Food Safety, Health and Safety regulations and financial remit.

## **Key stakeholder relationships**

Day to day contact with all levels and grades of staff within Catering Services.

Daily contact with Members, their staff and guests, House of Commons staff and members of the public.

## **Management responsibility**

Supervision of the Demi- chef de Parties and commis chefs if required

## **Location**

This post will be located on the Parliamentary Estate, Westminster, London.

## **Security**

Successful candidates will be required to complete pre-employment checks. This includes security vetting to Counter Terrorist Check (CTC) level unless otherwise specified. All successful candidates are required to pass these checks before an offer can be confirmed.

Applicants should be aware that if they have resided outside of the UK for a total of more than two of the last five years they are not usually eligible for vetting (but we assess each case individually).

## **Hours**

Consideration will be given to candidates who wish to work part-time or as part of a job share. If you are selected for interview please inform the panel of the days/hours you are available to work.

The full time hours for this post are 39 gross / 36.5 net per week, 5 out of 6 days Monday to Saturday. Actual attendance times will be determined by your Line Manager in accordance with the operational hours of the catering venue and any business requirements.

The post holder will also be expected to cover the Rise of House late duties as required. The Rise of House late duties requires staff to provide catering services to any hour, until 30 minutes after adjournment of the Sitting of the House. Additionally, if the House is recalled during your leave, rest day or when you are not on shift, you are expected to contact kitchen management to see if and when you are required to work, as per the staff handbook.

## **For further information:**

Candidates should refer to the House of Commons careers website [www.careers-houseofcommons.org](http://www.careers-houseofcommons.org) or contact [Recruitment@parliament.uk](mailto:Recruitment@parliament.uk) or 020 7219 6011.

## **Application and selection process**

We will conduct a sift based on the criteria set out in the skills and experience section and successful candidates will be invited to attend a competency based interview.

## **Key responsibilities**

### **Menu Development, Food Production and Service**

- Assists with senior chefs in menu planning in line with seasonal ingredients, industry trends, customer requirements and financial remit.
- Ensures that the stock management of all food and non-foods is compliant to House of Commons policies, procedures and current legislation.
- To assist in the high standard planning, preparation production of food for service.
- Ensures that all food quality, presentation and service are of the highest standard. Inspects dishes for quality, temperature and attractiveness before service.

- Ensures that the kitchen is kept in a tidy and orderly manner that provides a safe environment to work in.

### **Supervision, training and team development**

- To assist senior kitchen staff on all aspects of kitchen management, including supervision of demi-chef de parties and commis chefs.
- Clearly, concisely and promptly communicates relevant information to all kitchen staff and liaises with senior chefs.
- Motivates junior staff and assists with their skills development.
- To attend any relevant training course as required.

### **Health, Safety and Hygiene**

- Regularly inspects kitchen areas, storage areas and the general condition of production areas. Particular attention must be paid to temperature control of food, cross contamination hazards, unsafe equipment and fire prevention.
- Ensures COSHH and HACCP regulations are continuously adhered to.
- Maintains a high standard of personal presentation at all times.

### **Other duties**

- Ensures that all equipment is kept in good order and stored away safely and securely.
- Reports any broken or faulty equipment to senior kitchen staff.

You will also be expected to adhere to the following policies and procedures at all times whilst on duty:

The Catering Jewelry Policy

Health, Safety and Hygiene Procedures

Security Procedures

Department's Food Safety Policy

Gift Handling Policy

Cash Handling Policy

Staff Meal Policy

Departmental policy on reporting absence and late arrival to work.

The duties of this job role will be reviewed regularly and amended in accordance with the needs of the business.

### **Qualifications:**

The following qualifications are required for this role:

#### **Essential**

must have relevant catering qualifications i.e. minimum NVQ level 1& 2 or equivalent qualification(s).

<b>SKILLS AND EXPERIENCE</b>  Please provide evidence of how you meet the following criteria's 1,2,and 3 in your supporting statement, as this will be used to take your application to the next stage of the recruitment process.	<b>CV AND SUPPORTING STATEMENT</b>	<b>TEST / EXERCISE</b>	<b>INTERVIEW</b>
<b>CRITERIA 1</b> Must have proven relevant kitchen experience in a similar position, working in all areas of the kitchen, working in a high volume, multi-outlet, high quality venue.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>CRITERIA 2</b> Good communication and interpersonal skills, and be able to build effective relationships with, and to relate to people at all levels and with diverse backgrounds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>CRITERIA 3 -</b> The ability to manage and motivate staff as part of a team often under pressure, and to priorities' workload to deliver a high quality service.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>CRITERIA 4 -</b> Must have a sound understanding of requirements in Food Hygiene and Health and Safety practices.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>CRITERIA 5- <u>Desirable</u></b> Good awareness of current catering trends and catering practices.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>CRITERIA 6- <u>Desirable</u></b> Working knowledge of MS office with some financial understanding of costing menu and purchasing stock.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>