



Job Description – Chef de Partie – Casual Hours Contract

Federation House is located in the Police Federation Headquarters, it is an architectural award-winning conference and training venue with 55 air-conditioned bedrooms and a large atrium area with restaurant and bar. As well as offering a comfortable nights' stay, the venue has excellent conference facilities with 9 purpose-built conference rooms suitable for meetings, presentations, events, or training for up to 200 people. Complimentary on-site car parking is available.

Federation House is the headquarters for the Police Federation of England and Wales, the staff association for more than 139,000 rank and file police officers.

Status:	Casual hours as required
Location:	Leatherhead, Surrey
Reporting to:	Head Chef
Department:	Federation House

Primary Function

- To work as part of the Federation House team in the kitchen ensuring that guests and employees catering expectations are met and standards are maintained
 - Supporting the kitchen team by overseeing the preparation, cooking, and presentation of meals
 - To assist in covering shifts for holiday cover, seasonal periods and when we are experiencing busy periods in the hotel and conference centre
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Key Responsibilities

- Work with the Head Chef and Sous Chef, following instructions and ensuring that clear instructions are communicated and followed by the team
- Ensuring that strict health and hygiene standards in the kitchen are maintained. Trouble-shooting any problems that may arise

- Adapt, manage and deliver the food production needs of various kitchen sections to the required standards
 - Maximise time by effective planning of work, maintaining high levels of productivity and report potential issues to the senior chefs
 - Participate in the organisation of ordering, cost controlling and wastage of food
 - Ensure that temperature checks, allergen information and cleaning schedules are completed correctly and on time. Understand COSHH before using any chemicals or cleaning substances
 - Responsible for the delivery of all food produce and maintaining stock rotation. Ensuring the stock is of an acceptable standard, is distributed to the correct storage area and that security and stock loss measures are maintained
 - Provide guests and employees with first class customer service
 - Attend staff meetings and training as and when required
 - Deal with customer complaints and follow relevant complaints processes
 - Report any accidents or incidents, following company procedures
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Key Skills & Experience

- Two years' experience working as Chef de Partie or similar role
 - To have a working knowledge of HACCP and COSHH
 - Relevant catering qualification; NVQ or equivalent
 - Knowledge of food safety practices and allergens
 - Passionate about delivering great food and service
 - Excellent communication skills with the ability to work well in a team and give clear instructions
 - Able to deal with customers in a friendly and helpful manner
 - Be well organised and able to multitask
 - Pastry experience will be advantageous
 - Can be flexible to support the team on various shifts which include early, late and weekends
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Interview Process

- Telephone Interview with Talent Acquisition Lead
 - Interview with Head Chef and Talent Acquisition Lead
 - Trial shift in the kitchen
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What Federation House will offer you

As a casual hour's contract member of the team we offer multiple benefits including competitive rates of pay, holiday accrual payments, onsite free meals and refreshments, free onsite gym, free onsite parking, social events and preferred hotel rates

*Please note that these duties and responsibilities are not exhaustive and may be changed from time to time in line with the reasonable requirements of the Police Federation and as directed by the line manager, on behalf of the Head of Department.