



THE HONOURABLE SOCIETY OF THE  
**MIDDLE TEMPLE**

## **Chef De Partie**

### **The Honourable Society of the Middle Temple - City of London**

#### **Salary range £20 - £24k plus excellent benefits**

The Honourable Society of the Middle Temple is seeking an experienced and established Chef de Partie to join its Events department.

Steeped in history, Middle Temple is one of the four Inns of Court and a professional membership organisation responsible for the training and qualification of barristers. It also manages a large heritage estate in central London from which barristers practice.

The Events Department provides lunch Mondays to Fridays to members of the Inn and pre-booked groups in Hall. The department is responsible for the delivery of the catering requirements for evening events ranging from qualifying sessions to weddings and high profile external clients.

You will work closely with the Inn's team of Chefs to deliver the highest quality service to our members and guests. Key components of this varied role will be managing a section of a vibrant and busy kitchen, supporting the Events team in the planning, development and delivery of key annual events and initiatives; and liaising with the Head Chef to develop new dishes and menus.

Substantial experience in a high volume, high quality establishment such as a 4 or 5 star hotel, corporate contract catering or a members club is essential with experience in a heritage banqueting organisation ideal. You will be a natural collaborator with well-developed interpersonal skills and the ability to communicate clearly and fluently with people of all levels. The successful candidate will be a team player yet capable of working independently and juggle an ever-changing workload.

This is a **1 year fixed term contract** initially with the possibility of becoming permanent. Excellent benefits include a pension scheme, private medical and life cover as well as a generous leave allowance.

To apply, please send a letter with your CV explaining how you qualify for the role, what you would bring to it, and why it is a natural next career step for you, to Lisa O'Daly at: [recruitment@middletemple.org.uk](mailto:recruitment@middletemple.org.uk).

The closing date for receipt of applications is **Monday 13 April 2015**.

Due to the volume of applications received, we cannot guarantee we will be able to contact all unsuccessful applicants in person. If you do not hear from us within four weeks, please assume your application has not been successful on this occasion.



## **JOB DESCRIPTION**

<b>Job Title:</b>	Chef de Partie
<b>Department:</b>	Events Department
<b>Reporting to:</b>	Head Chef
<b>Responsible for:</b>	No line management responsibility.
<b>Location:</b>	Middle Temple Hall London EC4Y 9AT
<b>Tenure:</b>	Fixed Term Contract for 1 year initially
<b>Hours:</b>	40 hour week Monday to Sunday rota system. Overall, the total contractual hours will not be more than 40.
<b>Job Purpose:</b>	The Chef de Partie will be joining a team of established Chefs to deliver a quality service to our members and guests.

### **About the Middle Temple**

The Middle Temple is one of the four Inns of Court which have the exclusive right to call men and women to the Bar i.e. to admit those who have fulfilled the necessary qualifications to the degree of Barrister-at-Law, which entitles them, after a period of pupillage (vocational training), to practice as Barristers.

The Inn hosts a number of events for the benefit of members of the Inn and can also be booked for private events ranging from formal dinners, weddings, meetings, receptions, corporate events and garden parties to outdoor functions, TV documentaries and Hollywood movies.

### **About the Events Department**

The Events Department provides a Monday to Friday lunch service for members of the Inn and pre-booked groups in Hall. The department is also responsible for the delivery of the catering requirements for qualifying sessions and for ensuring that the needs of the fully serviced meeting rooms including refreshments and catering are dealt with at all times. Additionally, the Inn is looking at other sources of revenue such as breakfast services and afternoon teas and to grow the business with respect to serviced meeting rooms.

You will be part of a growing team to deliver lunches, dinners and banquets for functions ranging from 20-350+ people.

## **Responsibilities:**

### Overview

1. Manage a section within the kitchen as instructed by the Sous Chef or Head Chef.
2. Ensure dishes are cooked, prepared and served or plated to the highest standards possible on a consistent basis.
3. Ensure that stock is rotated and controlled within your area of responsibility within the kitchen.
4. Assisting the Sous Chef and Head Chef where appropriate.
5. Adhering to the highest levels of food hygiene and preparation.
6. Supervise any temporary Commis working with you (where applicable) and ensure they have everything they need and understand what to do.
7. Assist with incoming goods and deliveries ensuring that they are stored in the right conditions.
8. Monitoring portion control and waste control to maintain profit margins.
9. Assist the Head Chef with the preparation and administration of staff rotas, stock ordering and financial costings & targets.

### Collaborative working

10. Working with the Head Chef and Head of Catering/Events to develop new dishes and menus.
11. Liaise with the operations team where necessary in the planning and delivery of events.

### Food and kitchen safety

12. Accountable for COSHH, Food Safety, H&S, legal regulations, environmental policies and duty of care to customers and colleagues.
13. Undertake necessary food checks and probing in accordance with the relevant food hygiene and safety standards.
14. Ensure that the cleaning standards are maintained and undertake appropriate clearing tasks.
15. Ensure all policies, procedures and guidelines are carefully adhered to.
16. Raise any concerns about food safety or hygiene to the Head Chef as appropriate.

## PERSONAL SPECIFICATION

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	<p>Professional Chef's qualification or equivalent experience.</p> <p>Current level 2 Food Hygiene certificate and H&amp;S certificate including COSHH</p>	
<b>Background /Experience</b>	<p>Experience of working within a high volume, high quality establishment such as a 4/5 star hotel, corporate contract catering or a members club.</p> <p>Ability to demonstrate a clear understanding of the hospitality sector.</p> <p>Well-rounded experience including experience of cooking in all the main sections/areas of a kitchen</p>	<p>Previous experience in a Unique Venue of London/4 or 5 star hotels. Or contract catering blue chip B&amp;I site.</p>
<b>Skills</b>	<p>Ability to cook high quality dishes consistently, demonstrating good practice in working with food hygienically.</p> <p>Strong cooking skills e.g. knife skills.</p> <p>Good communication skills with the ability to communicate effectively with people of all levels.</p> <p>Good organisational skills and time management skills.</p>	
<b>Personal Qualities</b>	<p>Able to work flexibly and to carry out any other reasonable duties in line with the post as may be required from time to time.</p> <p>Able to show sound judgment and decision making when undertaking tasks.</p> <p>Able to quickly adapt and learn new techniques.</p> <p>Able to operate effectively on their own or as part of a small team.</p> <p>High professional and ethical standards.</p> <p>Must be well presented and confident in speaking to customers and be customer service focussed.</p> <p>Passionate about food with a good knowledge of current trends.</p>	

	<p>Calm under pressure, patient and measured. Aware of their responsibilities for Health &amp; Safety of themselves and others.</p> <p>Exceptional team player with the ability to collaborate effectively with people at all levels</p> <p>Ability to gain the trust and confidence of colleagues and sustain positive relationships.</p>	
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**Important:**

This Job Description reflects the current situation. It does not preclude change or development that might be required in the future. The list of duties is not exhaustive. The position of a duty on the list is not necessarily indicative of its importance.

I have read and agreed this job description

NAME (PRINT) .....

SIGNATURE .....

DATE .....

LINE MANAGER (PRINT) .....

SIGNATURE .....

DATE .....