

Waterhouse Restaurant Chef de Partie/Training Assistant: Job Description

Reports to: Head Chef

Salary: £22,000

Contract: Initial six months with possibility of extension depending on funding

Probation: Two months

Hours: 35 hours

Based at: Waterhouse Restaurant, 10 Orsman Road, London N1 5QJ

Holiday: 30 days + bank holidays + 4 personal development days

Job Ref: HC01

Shoreditch Trust is seeking to appoint a Chef de Partie/Training Assistant to join the team at Waterhouse Restaurant. Waterhouse Restaurant is a Shoreditch Trust social enterprise which hosts our flagship training programme – Blue Marble Training. Blue Marble Training is a programme for 16 to 25 year olds who are experiencing challenging circumstances in their lives. It emphasises a person-focused approach, welcoming young people who are not in employment, education or training, who might have had negative experiences of learning or training or who are struggling to find the right support.

The Waterhouse kitchen operates as a training kitchen where trainees are able to learn and develop real cheffing expertise at their own pace, while being fully supported by a specialist team of facilitators. Waterhouse serves breakfast and lunch Monday to Friday and provides catering to our conferencing facilities as well as catering for external and private functions in the evenings and on weekends.

You will be one of two Chefs de Partie/Training Assistants responsible for supporting the head chef, ensuring high standards of service and delivery in a busy training kitchen, supporting the trainees and satisfying the demands of the restaurant.

Job Description

You will have a proven track record of successful cheffing with at least three years' experience in a busy kitchen, an excellent understanding of kitchen protocols and be an excellent and professional team member in a busy training kitchen. You will have a role to play in supporting young people to achieve their goals and learning outcomes.

Your main duties as Chef de Partie will be:

- Preparing, cooking and presenting dishes to the restaurant's standards;
- Managing food purchasing and storage;
- Assisting chef on duty;
- Helping the head chef to develop dishes and menus;
- Ensuring high standards of food hygiene and health and safety policy;
- Maintaining the high standards expected in a professional catering environment – a safe and hygienic kitchen environment;

- Participating in daily debriefings and monthly team meetings;
- Following appropriate systems, such as the processing of orders and invoices.

Your main duties as Training Assistant will be:

- Supporting trainees in line with the programme devised by the head chef and the Blue Marble Training Project Manager;
- Ensuring a smooth and constructive flow of information throughout the restaurant, the kitchen and Blue Marble Training;
- Undertaking necessary and relevant training including supporting other Shoreditch Trust projects in order to develop skills;
- Undertaking regular Safeguarding training;
- Being aware of and implementing equality and diversity in all matters;
- Implementing and helping to develop the Environmental Policy procedures in the Waterhouse kitchen.

Health and Safety and Food Hygiene Responsibilities:

- Maintain high standards of personal hygiene and hygiene at work as per the Health at Work Act, Food Hygiene (General) regulations, Food Safety Hygiene regulations and according to company policies i.e. Health and Safety and Hygiene;
- Maintain fire and security policies;
- Adhere to the Company's guidelines for on-going training;
- Ensure ASC logs are completed – food storage temperature control, retained foods, final cooking temperatures, cleaning schedules etc.;
- Ensure trainees and work experience volunteers are fully supervised when using equipment;
- Ensure all accidents and incidents are accurately recorded as per specification in the accident book. Liaise with your manager on the compilation of the 'Reporting of an injury or Dangerous Occurrence' and 'Reporting of a case of Disease' (Regulations 1995);
- Ensure all kitchen employees and trainees are using protective equipment supplied by the Company; replace where required via the company administrator;
- Ensure that all kitchen equipment is maintained and serviced on a regular basis. Any issues must be reported and updated at staff team meetings;
- Implement any necessary decisions to safeguard the successful running of the kitchen;
- Comply with and understand the Company handbook and policies.

Job requirements

- In order to be responsive to the community and the programme you will need to be flexible, working some evenings and weekends. Hours will be agreed on a mutually beneficial basis and reclaimed on a TOIL basis;
- The principal place of work is as stated in the job description. Please note that the work may require being at other locations for external catering or meetings.

Corporate responsibilities

- Conduct high levels of professionalism at all times, with particular reference to punctuality, dress, presentation and administration;
- Keep customer care as the major priority for service provision;
- Ensure the service is promoted efficiently, effectively and in-keeping with the corporate image of Shoreditch Trust.

Please note that this job description is intended as an outline indicator of general areas of activity only. Shoreditch Trust is a small charity and as such all staff are expected to vary their duties as necessary to meet the needs of the organisation.

Safeguarding

Shoreditch Trust works with children, vulnerable young people and at risk adults in a variety of ways and is committed to providing a safe, positive and friendly environment. We have a statutory and moral duty to ensure and promote the welfare of these groups regardless of Race, Disability, Gender, Age, Sexual orientation, Religion and belief, Gender reassignment, Pregnancy and maternity, Marriage and Civil partnerships.

This policy extends to the treatment of all of our service users, partners, volunteers, visitors, and employees of Shoreditch Trust. Shoreditch Trust abides by the legislative framework in place for safeguarding, including the Children Act of 2004, Safeguarding At Risk Groups Act of 2006, Rehabilitation of Offenders Act of 1974 (amended in 2001), Criminal Justice and Court Services Act of 2000, the Criminal Justice Act 2003 and adjacent legislation and policies. We take into account 'Best Practices' in child and at risk adult safeguarding.

You will be working with and supporting vulnerable young people and at risk adults on a daily basis and will be required to understand and implement the Shoreditch Trust Safeguarding policy; your position with the organisation will be confirmed subject to the satisfactory outcome of a check with the Disclosure and Barring Service.

Waterhouse Restaurant Chef de Partie/Training Assistant: Person Specification

Education and Professional Qualifications

Essential

- Food Hygiene Level 2 certificate;
- Minimum 3 years' experience at Chef de Partie level.

Desirable

- A recent DBS check providing clearance to work with vulnerable adults and children.

Experience

Essential

- Working in a complex kitchen environment;
- Working in a fluid environment with a broad spectrum of pressures and deadlines (e.g. associated with a professional catering environment).

Desirable

- Training people on the job;
- Working with young people who have complex support needs.

Knowledge, skills and aptitudes

- Excellent verbal and written communication skills – able to communicate effectively with a wide range of audiences;
- An excellent understanding of food, ingredients and recipes;
- Able to remain flexible, adaptable and patient in a demanding working kitchen environment and with complex personal cases;
- Able to prioritise tasks effectively and to demonstrate initiative within specific guidelines;
- A demonstrable ability to receive and manage sensitive information discretely;
- The ability to work effectively and collaboratively with colleagues;
- Good level of ICT skills.