**Job Description:**

**Chef De Partie (Casual)**

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| **Reports to** | Sous Chef, Head Chef |
| **Salary scale** | S4 SCP 21  |
| **Salary** | £25,119.00 pro rata |
| **Hours** | 0 - 37 hours per week contractWeekly Rota basis, as and when required |
| **Contract** | Casual |

**Job Purpose**

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| * To prepare and serve high quality food and drink to visitors to the museums to support and leading the development and delivery of the catering businesses at Derby Museums sites including, The Coffee House, The River Kitchen and corporate catering for events as part of Derby Museums venue hire offer, in order to deliver significant income generation to support the work of the charity.
* To carry out duties relating to catering for events, food hygiene and cleaning.
* To work with the catering team to ensure they operate profitably and efficiently with excellent care, standards and hygiene.
* To assist in the development of menus to meet with the strategic aim of the organisation with the Catering Manager and head chef and sous chef. Work with recipe packs and SOP to ensure standards are met as agreed.
* To ensure Health and Safety in the kitchen is maintained at the highest level.
* To ensure the kitchen equipment is well cared for.
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**Reporting**

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| **Reports to:** | Head chef, Sous chef |
| **Responsible for:**  | Occasional responsibility for secondees, trainees or volunteers |

**Specific Responsibilities**

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| 1. Prepare and serve a range of hot and cold food and drink in an efficient and friendly manner in the museums catering outlets to meet the daily needs of customers.
2. Prepare a range of hot and cold food to support the Venue Hire team to deliver corporate events and functions in the museums as and when required.
3. Work with Head Chef, Catering Team Leader and Catering Assistants ensuring that food is served to customers efficiently and meets their needs.
4. Maintain high levels of cleanliness in back and front of house areas, including but not limited to, bins, kitchens, stores, floor areas, tables, fridges, serving areas etc.
5. Take responsibility for adhering to all food hygiene and health and safety standards in the absence of the Head Chef.
6. Maintain high standards of food hygiene and ensuring hygiene scores are as a minimum 4 out of 5 at all museum outlets.
7. To wear the uniform provided and to always adhere to the Trust’s dress codes and guidelines.
8. Assist in the management of stock, including placing orders, selecting stock, monitoring stock levels, displaying stock, pricing (close to) out of date products, transferring or arranging for the transfer of (close to) out of date stock to other sites. Assist with other ordering duties as and when necessary, ensuring stock levels & wastage are kept to a minimum for all outlets.
9. Maintain quality control of products sold through the catering business. Ensuring they meet the appropriate standard and rejecting those that do not. Liaising with staff on customer feedback to ensure we are meeting customer’s needs.
10. To assist on the development of all menus in conjunction with appropriate team members
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**General Responsibilities**

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| 1. At all times commit to, and evidence, Derby Museums' values -integrity, ownership, discovery, inspiration, innovation and working together.
2. Interact and cooperate with all Trust employees. This will include managing and developing direct reports in line with the Trust’s values and with its Managing Individual Performance scheme.
3. Contribute effectively to the leadership and management of Derby Museums and ensure that the trust is working effectively both internally and with external partners.
4. Ensure that the principles of inclusivity and equality are evident in your behaviour and work with your colleagues, our users and communities.
5. Make best use of technology in the development and delivery of all organisational functions.
6. Prioritise communication and promotion of Derby Museums, its values and its services, utilising all relevant channels including social media.
7. To undertake staff training which, from time to time, may be determined.
8. Work outside of normal hours including evenings and weekends when required.
9. Actively participate in the wider life of Derby Museums contributing to inter-disciplinary teamwork and projects from time to time undertake other duties as requested.
10. Ensure compliance with all Trust policies including Customer Care, the Health and Safety at Work Act 1974, the Trust’s Safety Policy and Financial Standing Orders.
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**FOR COMPLETION BY SUCCESSFUL CANDIDATE**

I acknowledge that I have received a copy of this job description and accept that the responsibilities of the post are as indicated.

 Signature........................................................... Date..................................

Date created / updated June 2025

**Person Specification:**

**Casual Chef De Partie**

Short-listing and selection will be based on the criteria set out here. Do make sure that your application fully demonstrates how you satisfy the points listed, drawing on your personal and work experience, education and training.

| **Qualities** | **Essential (E)****Desirable (D)** | **Identified by:**Application (A)Interview (I)Test (T) |
| --- | --- | --- |
| **1. Generic skills and experience** |
| Experience of working in a fast based environment | E | AI |
| Experience of being proactive and taking responsibility | E | AI |
| Excellent organisational and time management skills | E | AI |
| Ability to work to tight deadlines and cope with the pressure this can bring | E | AI |
| Good numeracy and literacy skills | E | AI |
| Commercial and business awareness | E | AI |
| Able to work evenings and weekends as required | E | AI |
| **2. Job specific skills and experience** |
| Experience of working in a busy kitchen environment, cooking high quality hot and cold food to meet the needs of customers. | E | AI |
| Experience of ordering and stock management | D | AI |
| Knowledge of health and safety procedures | E | AI |
| Excellent knowledge of food hygiene | E | AI  |
| Ability to undertake cleaning duties | E | AI |
| Ability to work quickly and accurately in a busy environment | E | AI |
| Experience of training, supervising and motivating staff and volunteers | E | AI |
| Experience of using professional catering equipment | E | AI |
| **3. Personal Qualities** |
| A passion for food and drink | E | AI |
| An excellent eye for detail and food presentation | E | AI |
| Enthusiasm for providing visitors with excellent customer service | E | AI |
| Self-motivated and able to work on own initiative and with minimum supervision | E | AI |
| Smart appearance | E | I |
| Outgoing, people-centred, enthusiastic and dynamic individual | E | I |
| Commitment to work as part of a wider team and an excellent team worker | E | AI |
| Enthusiasm for museums and heritage | D | AI |
| **4. Qualifications** |  |  |
| GCSE English and Maths or equivalent | D | A |
| Food Hygiene Certificate (or ability to achieve one) | E | A |
| Some form of customer care training  | D | A |
| Food related | D | AI |
| IOSH training | D | A |
| **4. Equalities** |
| Promote understanding of the benefits of diversity and demonstrate how you promote equality of opportunity. | E | AI |