

# Chef de Partie

*Job Description / Person Specification*

**Contents:**

[Job Description](#)

[Person Specification](#)



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**Reading**  
Borough Council  
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## Job Description

**Job Title** Chef de Partie

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**Location** Reading Town Hall

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**Grade/Salary Range**

RG3b

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**Service/Directorate** Town Hall & Museum/Economic & Cultural Development  
Directorate of Environment & Neighbourhood Services (DENS)

### Job Purpose

1. Working together as a team to produce the necessary food required for the Café and for Events functions.
2. To work closely alongside the Café & Town Hall Front of House teams, supporting where needed.

### Designation of Post and Position within Departmental Structure

1. The post reports to The Executive Chef.

### Main Duties and Responsibilities

1. To continually provide the best quality products to all customers and clients by supporting the Executive Chef to ensure service is operating effectively including cleanliness and presentation of food.
2. To support the Executive chef in the efficient planning and ordering of all food supplies.
3. To support the Executive chef in preparation of food orders.
4. Assist in monitoring food stock levels ensuring rotation is maintained and all storage requirements are met.
5. Assist in monitoring and recording wastage.
6. To strictly adhere to the food safety HACCP procedures and assist in making sure all necessary paperwork is filled out and up to date.
7. To have complete knowledge on Reading Town Hall, the Café & Town Hall Events.
8. To partake in training and support sessions when scheduled.
9. Attend daily meetings with the team to ensure detailed communications are a regular occurrence.
10. To convey to the team and customers a positive energy with a friendly and professional approach.

### **Scope of Job (Budgetary/Resource Control/Impact)**

- To check and receipt goods and invoices.
- To undertake other duties that may be reasonably required relating to the development of the business.

### **Special/Other Requirements/Responsibilities of this Post**

*Level of DBS check required for this post*

No Check Required

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*If \*, does the post require a check against the list of people barred from working with vulnerable adults?*

N/A

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*If \*, does the post require a check against the list of people barred from working with children?*

N/A

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*What other security/safer recruitment clearances are required for this post? (excluding standard identity/work permit/education qualification checks)*

N/A

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*Is this post “politically restricted”?*

NO

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*Responsibility for Health & Safety:*

LEVEL 1

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*Please specify responsibility for implementing the Council’s risk management strategy as it applies to the service, ensuring risks to service delivery and specific projects or initiatives are recognised and that actions are taken and monitored to mitigate risks identified*

N/A

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*Please specify any other Statutory Duties and/or responsibilities of this post not already covered in the “Main Duties & Responsibilities” above*

N/A

## Person Specification

### *Qualifications/Education/Training*

1. A working knowledge of Health & Safety & Food Hygiene legislation at level 1.
2. Emergency First Aid at Work certificate.
3. Excellent knowledge of the English language (spoken, written and reading).

### *Experience*

1. 1-2 years previous experience working in a busy kitchen.
2. Successful background in providing excellent customer service.
3. Experience in stock control.
4. Experience in cross cultural team working.
5. Experience and understanding of Health and Safety responsibilities.

### *Skills, Abilities & Competencies*

1. Excellent customer service skills with an upbeat, friendly & professional personality.
2. Excellent communication and interpersonal skills.
3. Ability to multi task.
4. Hardworking and passionate.
5. Ability to control costs, prevent wastage and produce good profit margins.
6. Discretion and loyalty to the Council.

### *Specific Working Requirements*

1. Able to work weekends, Bank Holidays and evenings.
2. Demonstrate enthusiasm & commitment to the Town Hall & Museum.
3. Must present a positive and enthusiastic image of the service provided.
4. Commitment to corporate, directorate and service policies including equal opportunities.
5. Must present a neat and clean personal appearance.
6. Must be able to stand for long periods, lift heavy items and withstand hot and cold catering environments.
7. Must be in possession of any necessary work permits required.