

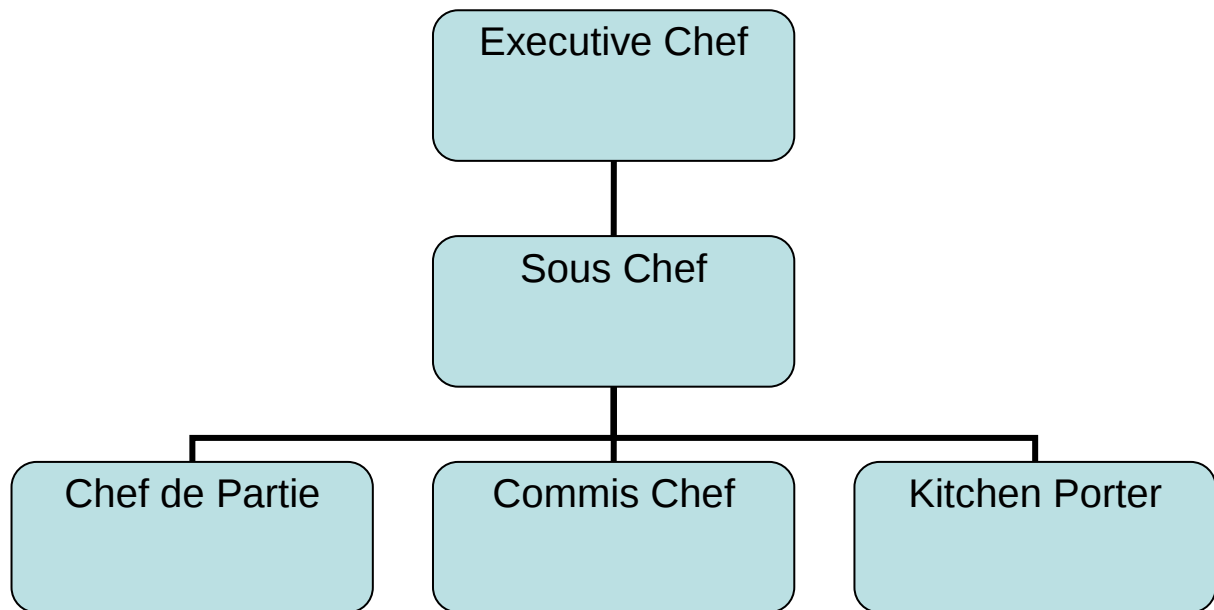
ROCHDALE BOROUGH COUNCIL

JOB DESCRIPTION

SERVICE:	Economy and Place
SECTION:	Rochdale Town Hall
LOCATION:	Rochdale Town Hall, The Esplanade, Rochdale, OL16 1AZ
JOB TITLE:	Casual Chef de partie
POST NUMBER:	PS0000000101
Grade:	3
Accountable to:	Sous Chef
Accountable for:	N/A
Hours of Duty:	Casual/Flexible in line with the needs of the service.
Any Special Conditions of Service:	External candidates applying for this post you must be a Rochdale Resident who lives within the municipal boundaries of the Borough of Rochdale The Authority operates a Smoke Free Policy for all its employees and applies to any building and associated grounds within in the immediate vicinity of the building which is wholly owned, leased or operated and occupied by Rochdale Borough Council. This post is not Politically Restricted in accordance with the current regulations.

The Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects staff to share this commitment.

ORGANISATIONAL CHART



PURPOSE AND OBJECTIVES OF THE JOB

The purpose of the role is to deliver the production of high-quality recipes & dishes, desserts, breads and other baked goods for both the restaurant and our functions and events programme. Within the role you will be required cook & prepare under the direction of the Sous chef, Head chef & Executive chef.

Control of Resources

Personnel

Responsible for the direction, support and motivation of one's self and the staff under the post holders direct supervision.

Financial

N/A

Equipment/Materials

The post holder must be responsible for the efficient and effective use of equipment and materials within the kitchen and catering equipment, ensuring its proper maintenance and compliance with Health and Safety legislation.

Health/Safety/Welfare

Responsibility for the safety and welfare of self and colleagues in accordance with the Health and Safety Policies of the Council. Responsible for the training on and safe use of numerous pieces of kitchen equipment which have the potential to cause serious harm if misused.

Equality and Diversity

To work in accordance with the Authority's policy relating to the promotion of Equality and Diversity.

Training and Development

The post holder will be responsible for assisting in the identification and undertaking of his/her own training and development requirements in accordance with the Council's Performance Management Framework.

Relationships

Internal

The post holder will be expected to maintain a number of relationships within the council, including but not limited to:

- Town Hall Kitchens, Bar & Restaurant tea
- Town Hall Food & Beverage (F &B) Team
- Town Hall Engagement Team
- Facilities Management Team

External

In addition to the above, the post holder will be expected to maintain relationships with a wide variety of external stakeholders, including but not limited to:

- Local and Regional Suppliers
- Customers and Service Users

Responsibilities

The post holder must -

- (i) Perform his/her duties in accordance with Rochdale Council's Equality and Diversity Policy.
- (ii) Ensure that Rochdale Council's commitment to public service orientation and care of our customers is provided.

Values and Behaviours

The post holder must approach the job at all times using the values set out below:

- Proud of the difference we make
- Passionate about the diversities of the Borough
- Pioneering and Open in our approach

The post holder must be aware of and apply these values and associated behaviours at all times.

Principal Duties

1. Support the Executive, Pastry & Sous Chefs in developing and delivering a strategic vision for the restaurant, guiding the team from inception through to full, successful operation.
2. Use specialist industry knowledge and experience to contribute to the continuous business development of Rochdale Town Hall's kitchens, identify and mitigate threats and maximise opportunities.
3. For each menu, monitor the portion control of the dishes presented and ensure that any increases are communicated to the Executive Chef to assist in meeting all financial targets.
4. Oversee the day-to-day operation of your designated section within Rochdale Town Hall.
5. Consistently produce recipes to a high-standard, including batch production for events catering for up to 500 people.
6. Oversee the stock and inventory within your designated section, ensuring that the target stock levels are met and robust stock rotation measures are implemented to minimise food waste due to out-of-date products. Ensure that all catering equipment is available and safe to use, properly maintained and suitable for the job required.
7. Deliver a range of recipes with a focus on seasonal and local-first produce. Menus will include both the restaurant and functions menus, including weddings, dinners and festivals, as well as bespoke commissions.

8. Sustain successful relationships with local suppliers, ensuring Rochdale Town Hall provides benefits to our local business community and delivers a more sustainable food supply chain.
9. Contribute towards service planning, specifying performance measures, targets and performance standards.

Secondary Duties

1. To participate in Council programmes of in-service training as a trainee and when required as a trainer facilitator.
2. To undertake such other duties and responsibilities of an equivalent nature as may be determined from time to time by the Service Head (or nominated representative) in consultation with the postholder (and if he/she so wishes, with his/her Trade Union representative).

Job description prepared by: Darren Parkinson **Date:** January 2024

Agreed by post holder: _____ Date: _____

Supervisor: _____ Date: _____

Service Director: _____ Date: _____

Rochdale Borough Council Person Specification

Service :	Economy & Place	Post:	Casual Chef de Partie
Section :	Rochdale Town Hall	Post Number :	PS0000000101
Job Ref:	TBC	Grade:	3

Note to Applicants:

The *Essential Criteria* are the qualifications, experience, skills or knowledge you **MUST SHOW YOU HAVE** to be considered for the job.

The *How Identified* column shows how the Council will obtain the necessary information about you.

If the *How Identified* column says the **Application Form** next to an *Essential Criteria* you **MUST** include in your application enough information to show **how** you meet this criteria. You should include examples from your paid or voluntary work.

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Criteria Our ideal candidate should be able to:	Essential (E) or Desirable (D)	How Identified AF - Application Form I - Interview A - Assessment
(a) External Candidates		
Are you a Rochdale Resident who lives within the municipal boundaries of the Borough of Rochdale? (i.e where your household pays council tax to Rochdale Borough Council)	E	AF and production of evidence at interview
(b) Special Working Conditions		
Demonstrate the ability to work flexibly, including evenings, weekends and Bank Holidays.	E	I
(c) Qualifications and Experience		
Evidence training or experience undertaken in the kitchen or other subjects relevant to the role.	E	AF
Describe relevant experience working within a restaurant or event kitchen.	E	AF
(d) Skills and Knowledge		
Demonstrate a high-level of cookery skill, including the ability to produce a range of recipes	E	AF / I
Evidence the ability to successfully work within a team using clear communication, motivation and a flexible approach.	E	I
Describe a time when a restaurant service, catered event or similar didn't go as planned and how the issues were managed to a successful conclusion.	E	I
Illustrate good financial awareness, monitoring costs and ensuring that dishes remain profitable.	E	I
Show an understanding of the Health and Safety responsibilities, statutory duties and legislation which must be followed, in particular allergens and HACCP procedures.	E	I
Illustrate an understanding of stock control and how to work with local suppliers to ensure the freshest produce is served.	E	I
(e) Behaviours and Values		
13 Approach the job at all times using the values set out below: • Proud of the difference we make • Passionate about the diversities of the Borough • Pioneering and Open in our Approach Be willing to adhere to these values and behaviours.	E	I