



# Chef de Partie

Job Description  
Person Specification

September 2021

**Wycombe Swan** is part of HQ Theatres & Hospitality's (HQT&H) portfolio of eleven regional theatres and live entertainment venues and is part of the Trafalgar Entertainment family. **HQ Theatres & Hospitality** manage 11 venues on behalf of local authorities across the UK; from live music venues and concert halls to large auditoria presenting top West End productions, high profile live music and comedy, ballet, opera and family theatre, HQT&H are recognised for providing industry-leading hospitality and first class customer experiences.

**Wycombe Swan** is located in the heart of the High Wycombe town centre and comprises of three distinct spaces to provide the people of Buckinghamshire with top-quality musicals, drama, comedy, dance, family shows, one night events, and a world-class pantomime. With a capacity of 1,076 seats, the Main auditorium boasts superb acoustics, a large stage and adaptable seating. The historic Old Town Hall offers a smart, distinctive, multi-use space with staging and seating up to 400 and 600 standing. Rounding off the spaces is the ornate Oak Room, providing a glorious and elegant setting for events of up to 120 people. More than just high quality programming seen in the main space, Wycombe Swan regularly hosts conferences, graduations, parties and weddings, with exquisite food provided by the in-house catering team.

The Wycombe Swan and Old Town Hall has always been at the heart of the Wycombe community. We are proud to be a venue that supports local community hires, alongside nurturing the young talent of Bucks through our youth drama activities. Playing our part during the Coronavirus pandemic operating as a vaccination centre for the NHS, we are now looking to grow our team with passionate and talented individuals.

- Employment type:** Full Time
- Salary:** £22,000 p.a. dependent on experience, ability and potential.
- Hours:** 40 hours per week over 5 days out of 7, subject to variation to meet business requirements. Working hours will include evenings, weekends and Bank Holidays.
- Work location:** You will be based at Wycombe Swan, High Wycombe and may be required to travel to and work at other HQT&H venues. Approved travel expenses will be reimbursed.
- Purpose of the role:** The Chef de Partie will assist the Head Chef and Sous Chef in managing the quality and standard of food, profit hygiene and day to day operation of the kitchen within our restaurant and events operations.
- Our ideal candidate:** Our ideal candidate will enjoy working within a friendly and productive team; have excellent communication skills and a passion for food. With limited late nights, average 40 hour weeks and superb work-life balance, this is a unique opportunity in the heart of High Wycombe.
- Closing date:** Monday 18<sup>th</sup> October 2021 , 10am
- How to apply:** Send your CV and a covering letter to [admin@wycombeswan.co.uk](mailto:admin@wycombeswan.co.uk) with the subject title 'Chef de Partie'. Tell us why you think you are suited to this role, why it interests you and how we'll benefit from having you on board!

## **REPORTING**

You will report directly to the Head Chef.

## **KEY ACCOUNTABILITIES**

### **Operations**

- Assist the Head Chef and Sous Chef with the management of the three kitchens within Wycombe Swan.
- Ensure that all service within the kitchens is performed to the required standard set by Wycombe Swan and the Head Chef.
- Cleaning and maintenance of kitchen areas and store rooms as required by the Head Chef
- Have total accountability for the day to day running of the kitchen service in the absence of the Head Chef/Sous Chef.
- To maintain all equipment within the catering operation, through due care and diligence.
- To ensure operational areas are properly prepared and stocked for all services and functions.
- Assist with receiving and storing of deliveries, stock rotation, in line with procedures

### **Health & Safety**

- To participate in the HACCP procedure according to the company's Food Safety Management Document.
- To maintain kitchen records including cleaning checklists and closing down procedures
- Responsible for correct storage of food prepared in allocated refrigeration areas, to include covering, labelling the produce and stock rotation.

### **Recruitment, Training and Development**

- Undertake training and development relevant to the successful execution of the job role.

### **Other Responsibilities**

- Dress in accordance with Company uniform policy and wear protective clothing where issued and instructed.
- The post holder with carry out any other duties as appropriate to the post and as requested by a manager or chef

This Job Description is not an exhaustive description of your duties. You will be required to adopt a flexible approach to your role and responsibilities. In particular, from time to time, you may be required to undertake such alternative or additional duties as may be commensurate with your skills, experience and capabilities.

## **PERSON SPECIFICATION**

In order to be considered for this post you will need to evidence and demonstrate:

### **Skills**

- Proven experience within a similar style of catering operation, either as a Commis Chef or Chef de Partie
- Able to work efficiently as part of the team
- Able to follow instructions and carry out delegated tasks accurately, effectively and within given timeframes.
- Good verbal communication skills

### **Attitude**

- Ability to respond flexibly to changing business needs and demands, and to work calmly and effectively under pressure
- A 'can-do' attitude and a positive, flexible approach to the job role, work colleagues and peers.
- Willing to work flexible hours including evenings, weekends and Bank Holidays.

### **Desirable**

- Intermediate Food Hygiene Certificate
- Experience in contract / events catering in a busy large scale operation  
Kitchen budget and stock control experience