

## Job Description

<b>Job Title:</b> Chef de Partie	
<b>Managed by:</b> Sous Chef	
<b>Department(s)</b> Five Arrows Hotel & Private Events	<b>Location:</b> Waddesdon

Waddesdon is a Rothschild house and gardens set in the Buckinghamshire countryside just outside Aylesbury. It was created for Baron Ferdinand de Rothschild in the 1870s. Now owned by the National Trust, but managed by a family trust (the Rothschild Foundation), it remains the epitome of ‘Rothschild style’.

Visitors today can still see Ferdinand’s unrivalled collections of decorative arts and paintings, alongside contemporary art, and wander in the immaculate gardens. There is also a working aviary, wine cellars, shops, restaurants and a woodland playground.

Over 300 staff and more than 300 volunteers help mount special exhibitions, host educational visits, hold wine tastings, lead guided walks and talks, and run events throughout the year, including a magical Christmas season. Private events – parties, meetings and weddings – are held at the Dairy (a private building on the estate) and at the Five Arrows, a Grade II listed boutique 16 bedroom hotel near the gates of the Manor.

The Five Arrows’ name is derived from the Rothschild family emblem of a shield surmounted by five arrows, pointing upward and tied with a ribbon. Built in 1887 as part of Waddesdon Estate by Baron Ferdinand de Rothschild it was originally used to accommodate the architects, craftsmen and artisans working on the Manor itself. It was designed by architect/builder, James Taylor, who lived locally in Bierton; in his own “authentic” English style of half timbering, elaborate Elizabethan chimney stacks, and wrought ironwork. Architecturally it is one of the most striking buildings in the village.

The Hotel and Private Event’s business, with 38 permanent members of staff, are managed by the trading company Rothschild Waddesdon Ltd, and all profits are returned to the Rothschild Foundation, a UK registered charity, for the upkeep of Waddesdon. The charity supports arts and heritage, the environment, education and social welfare by awarding grants, fostering dialogue and debate, and through the support of Waddesdon Manor.

The Hotel and Events Head Chef is also responsible, in part, for the food at the Hotel, and for any private functions held in other areas of the Waddesdon operation. This will be supported by the Sous Chef and Chef de Partie.

### Terms & Conditions:

<b>Contract Type:</b>	Permanent full time with the Rothschild Foundation
<b>Hourly Rate:</b>	£21,500 per annum plus a share of the discretionary service charge
<b>Hours:</b>	A minimum of 40 hours per week, on a seven day rota to include weekends, evenings and split shifts. Hours of work to suit the needs of the business (exclusive of breaks).
<b>Annual Leave:</b>	From start date, 33 days (including public holiday) After three full years of service: 35 days (including public holidays) After five full years of service: 37 days (including public holidays) After ten full years of services: 38 days (including public holidays)
<b>Benefits:</b>	20 % staff discounts in our on-site Restaurant and Shops. Matched company pension scheme up to 10% of salary. Beautiful location working within the charity and heritage sector. Free parking.

### Key responsibilities:-

The main areas of responsibility for the Chef de Partie are as follows:

- Know that all food served at the Hotel is of the highest possible standard.
- In conjunction with the Head Chef, select, cost and price monthly seasonal menus, and menus for special events as directed.
- Take full responsibility for the preparation and serving of these menus on your designated section. This would involve concentrating on home production of foods, the control of portions and minimisation of waste, and achieving the gross profit percentage set by the General Manager.
- Purchase food and materials from approved suppliers ensuring their quality at all times. All ordering is done through the Head Chef/Sous chef. You are expected to control ordering for your section.
- Assist the Head Chef/Sous Chef with the monthly food stocktake.
- Prepare desserts & cakes for the Private Events when applicable.

### 1. Staff

Assist the Head Chef and Sous Chef to train and motivate all kitchen staff creating a work environment that fosters individual commitment, enthusiasm and confidence. By example encouraging team work and collaborative action whilst emphasising the importance of individual responsibility and accountability.

Support with line management of kitchen porters.

## 2. Hygiene

The Chef de Partie should lead by example in “cleaning as you go”.

All parts of the kitchens must be systematically cleaned, according to the schedule, and all aspects of hygiene regulations must be complied with at all times.

## 3. Equipment/Maintenance

The Chef de Partie should oversee the use and maintenance of all equipment, notifying the Head Chef and Sous Chef of all breakages and equipment failures.

## 4. Finance/Administration

The Chef de Parties has responsibilities for assisting the Head Chef/Sous Chef to:

- Secure any stock, equipment and premises of the kitchens.
- Ensure that every effort is made to achieve budgeted sales and operating expenditure budgets.
- Comply with the financial procedures and complete returns as instructed from time to time by the Accounts Department or the Deputy Manager.
- Record as necessary and as directed by the General Manager any HACCP data, or other, to the satisfaction of the Head Chef and the EHO.

This list is not exhaustive and additional duties may be required by the management team.

## Skills and Experience

### Essential

- Proven track record of providing exceptional customer service in a quick service environment
- Experience of delivering a menu to a consistently high standard
- Experience of working cooperatively as part of a food & beverage, hotel or banqueting team
- Understanding the importance of budget management
- Good written and verbal communication skills
- Good levels of numeracy, with attention to detail
- Working knowledge of health & safety
- Must enjoy working as part of a team, with strong people skills to support team engagement and development.

### Desirable

- Ideally with a minimum of two years' experience in a similar position, preferably in a hotel or banqueting environment.
- Intermediate Food & Hygiene Certificate or equivalent

## Application Process

- Closing date for applications is 4 pm on Friday 13<sup>th</sup> September
- Please submit your CV and covering letter to [application@waddesdon.org.uk](mailto:application@waddesdon.org.uk)
- Interviews to be held on Tuesday 17<sup>th</sup> or Wednesday 18<sup>th</sup> September 2019