

INSOLE COURT TRUST

ROLE PROFILE

Chef de Partie

MIN 30 HOURS PER WEEK

£20,800 PRO RATA

October 2021



SUMMARY

Job Title: Chef de Partie
Reporting To: Food & Beverage Manager, Senior Chef
Location: Insole Court, Llandaff, Cardiff
Salary: £20,800 PRO RATA
Contract: Permanent – minimum 30 hours a week

INTRODUCTION

Insole Court is a magnificent Grade II* listed Victorian mansion house and outbuildings set within a Grade II* registered garden in Llandaff, Cardiff. It has undergone extensive refurbishment as part of a major renewal project funded by National Lottery Heritage and Community Funds, Cardiff Council, Cadw and other donors. Insole Court has been transferred from Cardiff Council to the Insole Court Trust as part of the biggest community asset transfer scheme in Wales.

The Stable Yard provides community facilities and features hire rooms and activity spaces, a Gift Shop alongside the Potting Shed Café. The renewed Insole Court is both a visitor attraction and a community hub. The Mansion features dedicated interpretation and exhibition space, which tells the story of its survival and the role of the Insole family in industrial South Wales. There are also grand rooms that are hired for meetings, events and receptions.

The site regularly welcomes over 10,000 visitors per month and is becoming a much-loved part of Cardiff's cultural landscape.

The Insole Court Trust welcomes applications from candidates from a wide range of backgrounds, experience and circumstances.

The Potting Shed café and bar provides an important source of income to support the charity's work.

ROLE

We are looking for a Chef de Partie to join our team and prepare delicious meals for our customers. If you are enthusiastic about self-development and embrace opportunities to improve your skills and knowledge whenever possible, you could build a long and rewarding career with us. If you are someone who thrives in a busy atmosphere, can handle the pressure of a thriving kitchen, and have stamina, creativity and attention-to-detail then a chef job at The Potting Shed may be the perfect job for you. This role can bring many varied challenges and learning opportunities to develop specialist skills and knowledge while developing your craft with creativity and flair.

Finding the right balance between your work and your lifestyle is really important, with this role you will often find that your shifts include days, evenings and weekends so be sure to consider your home and family commitments to enable you to maintain a healthy work-life balance. The successful applicant will need to maintain a flexible work schedule to meet the demands of the position.

The role will be subject to a 3 month probationary period.

KEY RESPONSIBILITIES

Our Chef de Partie will report to the Senior Chef. The role is made up of many varying responsibilities including:

- Preparing, cooking, and presenting high quality dishes
- Assisting the Senior Chef in creating menu items, recipes and developing dishes
- Preparing meat and fish
- Prepare to order
- Look after own section
- Assisting with the management of health and safety
- Assisting with the management of food hygiene practices
- Monitoring portion and waste control
- Overseeing the maintenance of kitchen and food safety standards

PERSON PROFILE

If you are a reliable, quick thinking, creative person who's keen to perfect their culinary skills then a job as a Chef de Partie may be the perfect position for you. You must be able to work on your own initiative and be proactive in dealing with day-to-day requirements and tasks. You will report directly to the Senior Chef and be supported by the Food & Beverage Manager and other staff.

Candidates should be able to demonstrate the following:

Essential

To land our chef position you will need:

- Level 1 and 2 Food Safety Awards
 - Minimum 2-3 year's relevant experience
 - Awareness of manual handling techniques
 - Awareness of Control of Substances Hazardous to Health Regulations (COSHH) and chemical safety
 - Experience of kitchen equipment
 - Experience of dangerous equipment such as knives
 - Ability to work in an environment which can be pressured at times
 - Good communication skills (an understandable level of English spoken and written)
 - Have a good head for figures
 - Excellent planning and organisational skills
 - High level of attention to detail
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- Cooperative teamworking skills
 - Ability to work without close supervision
 - Ability to produce good quality food in all sections
 - Enthusiasm to develop your own skills and knowledge plus those around you
 - Adaptability to change and willingness to embrace new ideas and processes
 - Positive and approachable manner

Desirable and useful but not necessary qualifications include:

- Level 2 Health and Safety in the Workplace Award
- Level 3 Food Safety Awards
- Previous corporate or event experience
- Ability to speak Welsh
- Experience in event catering
- Team player qualities
- Experience of heritage or cultural organisations

TERMS AND CONDITIONS

Contract Term:	Permanent contract (3-month probation period applies)
Salary:	£20,800 PRO RATA
Hours of Work:	Minimum 30 hours a week (worked over 5 regular days)
Leave Entitlement:	Holiday accrued at 10.77% of working hours
Pension:	In accordance with government regulation
Contract:	A contract of employment will be issued upon commencement of employment, which may be supplemented with (non-contractual) terms in the Insole Court Trust Staff Handbook as staff policies are established.

HOW TO APPLY

To apply for this position, please submit a Curriculum Vitae and a cover letter by email to enquiry@insolecourt.org

All referee details will be treated in the strictest confidence, and no referee will be approached without prior consent.

Applications close: Sunday, 31st October 2021

Interview date: Wednesday 03rd November or Thursday 04th November 2021

The decision regarding invitation to interview will be based on the information provided.

Candidates shortlisted for interview will be contacted by email. Interviews for short-listed candidates will take place at Insole Court subject to current COVID restrictions. A tour of Insole Court may be offered ahead of interview and a trial shift organised if the interview is successful.