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Charity No. 273924



## Fairfield Trust Job Description and Person Specification

Job title: <b>Chef de Partie (part time)</b>	
Work base: <b>The Weavers, Dilton Marsh</b>	Team: <b>Commercial</b>
Hours of work: <b>Range of hours / contracts available – please contact Lauren Broad (The Weavers Manager) for more information: <a href="mailto:lauren.broad@ffc.ac.uk">lauren.broad@ffc.ac.uk</a> / 01373 859032</b> <b>Hours to include weekends, evenings and bank holidays</b>	Salary: <b>£12.13 per hour</b>

### Safeguarding

Fairfield Trust is committed to safeguarding and promoting the welfare of young people and all staff are expected to share this commitment. You will be expected to report any concerns relating to the safeguarding of young people in accordance with agreed procedures. If your own conduct in relation to the safeguarding of young people gives cause for concern, Fairfield Trust agreed child and adult protection procedures will be followed.

All posts involving direct contact with young people, children and vulnerable groups are exempt from the Rehabilitation of Offenders Act 1974. However, amendments to the Exception Order 1975 (2013 & 2020) provide that certain spent convictions and cautions are 'protected'. These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the [Ministry of Justice website](#)

For all roles that involve regulated activity, a DBS check will be required before appointment is confirmed.

### Job context and purpose

Fairfield Trust is a local independent Charity, the core business areas are: an independent specialist college for young people with learning difficulties and disabilities; residential and care services and a series of commercial ventures; including a pub, an animal park, a café and shop.

The Trust's mission is: **To enable young people to live and work without barriers**

Our 5 agreed values are:

**Teamwork:** We hold ourselves and each other to account, and are better when we work together

**Compassion:** We act with trust, honesty and kindness in everything we do

**Inclusion:** We treat each other fairly and with respect

**Innovation:** We encourage thoughtful, creative and aspirational ideas

**Pride:** We encourage each other to be proud of who we are and what we do

Working as Chef de Partie, you will report to the Head Chef. Daily duties will vary but will predominantly involve working within the busy kitchen area of The Weavers Pub, preparing hot or cold meals and snacks to an excellent standard. The Chef de Partie will work alongside students and trainees who use the centre for training opportunities, always demonstrating excellent standards of kitchen hygiene.



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You will support the Head Chef to produce fresh, high-quality food for a pub of approximately 70+ seats. There may be times when you will be required to cover the Head Chef and the menu will be scaled back accordingly. You will be self-motivated with the ability to multi task and work independently and you will work well under pressure.

Your holiday entitlement of 5.6 weeks will be by negotiation to fit in with other team members and will normally be taken outside of the usual Fairfield College holiday periods. Bank holiday entitlement is included in this amount. The postholder shall be required to work shifts during the weekends, evenings and bank holidays.

This post involves regulated activity and the successful candidate will be required to complete a DBS application at Enhanced level with the relevant barred list checks.

### Main duties

- Work with the Head Chef to plan menus, specials and seasonal dishes
- Prepare food including meats and fish as directed by the Head Chef
- Maintain an awareness of food trends including in food preparation and presentation
- Prepare good quality hot and cold meals and snacks for customers
- Assist with stock management including portion control, reducing wastage and the turnover of stock items
- Assist with the management of Health and Safety
- Ensure adequate supplies at work stations
- Ensure all kitchen equipment, plates and work areas are kept clean in accordance with the Food Safety Act and Health and Safety Regulations
- Follow procedures to ensure food is prepared, stored, maintained and presented safely and to specification
- Ensure work areas stay clean and tidy in line with Food Standards
- As The Weavers is a training centre for young adults with learning difficulties and disabilities, it is expected that, the postholder will work alongside students and work placements and involve them in as many aspects of food preparation and production as possible
- Support additional revenue activities, such as special events or private bookings
- Contribute to the climate of a smooth and friendly operation and have a professional attitude at all times
- Participate in training programmes as and when required
- The postholder may be required to work across all Trust sites occasionally
- Any other duties which may reasonably be requested

### Contacts and relationships

The post holder will report to:

- Head Chef

### Supervision/management of people

The post holder may be required to:

- Work with a small team of kitchen staff
- Work alongside students and trainees working in the kitchen



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## What we offer - Employee Benefits

- There is a pension scheme available for eligible staff
- Free entry to Fairfield Animal Centre for 2 adults & 2 children
- 10% discount at The Weavers pub
- Discounted staff lunches in the Student Canteen (College Site)
- Corporate Eye Care Scheme
- Training & Development opportunities

## Health and Safety

To be responsible for your own health and safety and that of anyone else who may be affected by your acts or omissions.

## Equality and Diversity

You are required neither to discriminate against, harass nor victimise colleagues, suppliers or third parties at work. You are further required to report incidents of discrimination at work, either to the Principal or anonymously to the Chair of Trustees.

## Records management

You are responsible for ensuring that all information sources for which you have responsibility are maintained in-line with guidance. This applies to all electronic and hard copy information.

You should also ensure that access permissions are maintained to limit access to sensitive information. You are responsible for maintaining the confidentiality of sensitive data, whether held electronically or in hard copy and promptly reporting all breaches, or potential breaches of security to the Principal.

## Financial Responsibility

The post holder must always ensure effective use of resources and value for money is secured for the Trust.

## Other duties

You may be required to perform duties other than those given in the job description for the job. The particular duties and responsibilities attached to jobs may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not in themselves justify the re-evaluation of a job. In cases, however, where a permanent and substantial change in the duties and responsibilities of a job occurs, consistent with a higher level of responsibility, then the job would be eligible for re-evaluation.

## Authority to work in the UK

You must have the legal authority to work in the UK. You must have the relevant approval to work in the UK from the UK Border Agency or relevant documentation. Copies of all documents provided by you as proof of identity are retained for our records, by providing these proofs the Trust will treat this as your consent for this to happen.



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## Person Specification

The person specification details the essential and desirable personal criteria which the job holder should possess in order to be able to successfully perform the job.

	Essential	Desirable
<b>Alignment With our values</b>	<p>Commitment to demonstrating the organisations values and behaviours in their work:</p> <p><b>Teamwork:</b> We hold ourselves and each other to account, and are better when we work together</p> <p><b>Compassion:</b> We act with trust, honesty and kindness in everything we do</p> <p><b>Inclusion:</b> We treat each other fairly and with respect</p> <p><b>Innovation:</b> We encourage thoughtful, creative and aspirational ideas</p> <p><b>Pride:</b> We encourage each other to be proud of who we are and what we do</p>	
<b>Qualifications or equivalent level of skill or knowledge</b>	<ul style="list-style-type: none"> <li>• Level 1 and 2 Food Safety Awards</li> <li>• NVQ Level 2 in relevant subject</li> </ul>	<ul style="list-style-type: none"> <li>• Awareness of manual handling techniques</li> </ul>
<b>Experience of</b>	<ul style="list-style-type: none"> <li>• Knowledge of cooking techniques and methods</li> <li>• Experience with operation of point of sales terminals and reconciliation</li> <li>• Experience of ordering café supplies/stock checks</li> <li>• Maintaining cleaning and temperature records</li> <li>• Using and operating kitchen equipment</li> </ul>	<ul style="list-style-type: none"> <li>• A working knowledge of Health and Safety responsibilities in a catering environment</li> <li>• Working with people with learning difficulties and disabilities</li> <li>• Previous catering experience, including hot and cold food preparation</li> <li>• Working in a commercial kitchen</li> <li>• Awareness of Control of Substances Hazardous to Health Regulations (COSHH) and chemical safety</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• To be highly personable with very good communication skills</li> <li>• To be highly self-motivated with an enthusiastic outlook</li> <li>• To show an understanding of the importance of working within strict Health and Safety guidelines</li> <li>• Ability to work as part of a team and on own initiative</li> <li>• Ability to handle a number of tasks simultaneously</li> <li>• Ability to offer guidance and support to other team members</li> <li>• Ability to work without close supervision</li> </ul>	



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<b>Personal qualities and motivation</b>	<ul style="list-style-type: none"> <li>• To be honest, trustworthy and reliable</li> <li>• Highly motivated and able to motivate others with enthusiasm for self-development</li> <li>• Able to work with a variety of colleagues and clients from different professions and backgrounds</li> <li>• Attention to detail</li> <li>• Positive and approachable</li> <li>• Passion for delivering great food and service</li> </ul>	
<b>Literacy and numeracy</b>	<ul style="list-style-type: none"> <li>• Literate and numerate with good written and spoken English</li> <li>• Good level of numeracy</li> </ul>	
<b>Safeguarding</b>	<ul style="list-style-type: none"> <li>• Displays a commitment to the protection and safeguarding of young people</li> <li>• Takes action and raises concerns</li> <li>• Forms appropriate relationships and maintains professional boundaries at work</li> <li>• Works within organisational policies, procedures and guidance at all times</li> </ul>	Up-to-date knowledge of relevant legislation and guidance in relation to working with and the safeguarding of children and vulnerable adults

Suitability of shortlisted candidates will be assessed at interview using a combination of values-based recruitment techniques; a formal interview and/or a supervised observation or practical session where applicable.

Should you require any reasonable adjustments to the application process, please speak to a member of the HR team.

**This vacancy will remain open until sufficient applications have been received. We would welcome applications made using our online application form, available on our website:**

<https://fairfieldtrust.org.uk/jobs/>

**Please contact Lauren Broad (The Weavers Manager) for further information regarding this role:**

[lauren.broad@ffc.ac.uk](mailto:lauren.broad@ffc.ac.uk) / 01373 859032

**Please note that we will not accept CVs**

*We reserve the right to close the advert early if sufficient applications have been received.*

This job description and person specification updated July 2024

**Fairfield Trust is an Equal Opportunities employer  
A charity for the advancement of education for young people with learning disabilities**