**Chef de Partie**

Full time (37.5 hours per week), £34,000 per annum

January 2025

We are looking to recruit a Chef de Partie, working 37.5 hours a week, five days in seven (straight shifts including evenings and weekends) in our unique venue in Windsor Great Park.

Cumberland Lodge is an educational charity and social enterprise that exists to empower young people to lead the conversation around social division, providing them with the skills, perspective and confidence to question, challenge, and understand, some of the most complex social issues of our time.

Day-to-day, our buildings and facilities operate as a social enterprise, hosting multi-day residential retreats, workshops, conferences and similar events on a commercial basis. Our regular clients include university departments, legal and medical training bodies, and many other public sector, private sector, and not-for-profit organisations.

Our 17th century former royal residence has stunning facilities, and the kitchen team of five chefs provides breakfast, lunch, and dinner for groups of up to 100 guests. This role is to assist the Head Chef with the preparation of meals and maintaining the cleanliness and hygiene of the kitchen to the required standard.

**Job description**

* To ensure the smooth running of the kitchen in the absence of the Head Chef or Sous Chef
* To assist in the preparation and presentation of all meals at the required times and to the required standard
* To assist with menu planning, orders, checking and storing deliveries, and rotas, as directed by the Head Chef
* To assist the Head Chef to minimise food loss and wastage
* To ensure compliance with all cleaning schedules required for the kitchen
* To assist with the training and development of the kitchen staff
* To record daily costings of menu items when required
* To ensure the security of the stores during working hours, and that they are securely locked at the end of the shift
* To ensure that all temperature checks and records are kept on a daily basis
* To ensure that statutory regulations, including Food Safety and COSHH, are adhered to in the absence of management
* To prepare for and assist at special functions which may sometimes be outside normal working hours
* To report and where possible take action on customer and client complaints or compliments
* To report and where possible take action on any incidents of accident, fire, loss, theft, damage, unfit food or other irregularities
* To attend meetings and training courses as may be necessary from time to time.

This job description is designed to help you in the understanding of your role and is not intended to be a definitive list of your duties as flexibility in meeting business needs is required by all employees.

**Person specification**

* The applicant must be a hard working individual with good all round kitchen skills and be an excellent cook
* Previous experience in a similar role
* Ability to supervise and share knowledge and skills with junior kitchen staff
* Willing to be customer facing and serve groups within the dining room
* Flexibility to work a varied shift pattern
* Applicants must have access to a vehicle as Cumberland Lodge is located remotely in Windsor Great Park with no public transport options nearby.

**Benefits**

* Excellent working conditions
* Meals on duty
* Standard Life contributory pension (currently 7% contributions to support 5% personal contributions, with the option to increase personal contributions over and above 5%)
* Death-in-service benefit
* 25 days annual leave in a calendar year plus eight days bank/public holiday (or alternative days in lieu if it is necessary to work a public holiday)

**How to apply**

Applications for this role will be reviewed on an ongoing basis and will close when a suitable candidate has been found. To apply, please send a copy of your CV and a brief covering letter to Melissa Galvan, HR and Operations Support Officer, at [MGalvan@cumberlandlodge.ac.uk](mailto:MGalvan@cumberlandlodge.ac.uk)