

# Shoreditch Trust

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## Waterhouse Restaurant Chef de Partie/Training Assistant Job Description and Person Specification

**Reports to:** Sous Chef  
**Salary:** £23,000 per annum  
**Contract:** Six month fixed term, with possibility of extension depending on funding  
**Probation:** Two months  
**Hours:** 35 hours  
**Holiday:** 25 days + bank holidays + 4 personal development days + discretionary leave (pro rata)  
**Based at:** Waterhouse Restaurant, 10 Orsman Road, London N1 5QJ

Shoreditch Trust is seeking to appoint a Chef de Partie/Training Assistant to join the team at Waterhouse Restaurant. Waterhouse Restaurant is a Shoreditch Trust social enterprise which hosts our flagship training programme – Blue Marble Training. Blue Marble Training is an award-winning programme for 16 to 25 year olds who are experiencing challenging circumstances in their lives. It emphasises a person-focused approach, welcoming young people who are not in employment, education or training, who might have had negative experiences of learning or training or who are struggling to find the right support.

The Waterhouse kitchen operates as a training kitchen where trainees are able to learn and develop real cheffing expertise at their own pace, while being fully supported by a specialist team of facilitators. Waterhouse serves breakfast and lunch Monday to Friday and provides catering to our conferencing facilities as well as catering for external and private functions in the evenings and on weekends.

As Chef de Partie/Training Assistant, you will be working with the Head Chef, Sous Chef and Blue Marble Project Manager in a unique, rewarding role that combines cheffing skills to ensure high standards of service and delivery in a busy kitchen with facilitation skills to provide support for the Blue Marble Trainees and their ongoing development.

## **Job Description**

### **Your main duties as Training Assistant will be:**

- Supporting trainees in line with the programme devised by the Head Chef, the Sous Chef and the Blue Marble Training Project Manager;
- Ensuring a smooth and constructive flow of information throughout the restaurant, the kitchen and Blue Marble Training;
- Undertaking necessary and relevant training including supporting other Shoreditch Trust projects in order to develop skills;
- Undertaking regular Safeguarding training;
- Being aware of and implementing equality and diversity in all matters;
- Implementing and helping to develop the Environmental Policy procedures in the Waterhouse kitchen.

### **Your main duties as Chef de Partie will be:**

- Preparing, cooking and presenting dishes to the restaurant's standards;
- Managing food purchasing and storage;
- Assisting the chef on duty;
- Helping the Sous Chef and Head Chef to develop dishes and menus;
- Ensuring high standards of food hygiene and health and safety policy;
- Maintaining the high standards expected in a professional catering environment – a safe and hygienic kitchen environment;
- Participating in daily debriefings and monthly team meetings;
- Following appropriate systems, such as the processing of orders and invoices.

### **Health and Safety and Food Hygiene Responsibilities**

- Maintain high standards of personal hygiene and hygiene at work as per the Health at Work Act, Food Hygiene (General) regulations, Food Safety Hygiene regulations and according to company policies i.e. Health and Safety and Hygiene;
- Maintain fire and security policies;
- Adhere to the Company's guidelines for on-going training;
- Ensure ASC logs are completed – food storage temperature control, retained foods, final cooking temperatures, cleaning schedules etc.;
- Ensure trainees and work experience volunteers are fully supervised when using equipment;
- Ensure all accidents and incidents are accurately recorded as per specification in the accident book. Liaise with your manager on the compilation of the 'Reporting of an injury or Dangerous Occurrence' and 'Reporting of a case of Disease' (Regulations 1995);
- Ensure all kitchen employees and trainees are using protective equipment supplied by the Company; replace where required via the company administrator;
- Monitor all kitchen equipment and report any issues to the management team to ensure that it is maintained and serviced regularly;
- Implement any necessary decisions to safeguard the successful running of the kitchen;

- Comply with and understand the Company handbook and policies.

### **Job requirements:**

- In order to be responsive to the community and the programme you will need to be flexible, working some evenings and weekends. Hours will be agreed on a mutually beneficial basis and reclaimed on a TOIL basis
- The principal place of work is as stated in the job description. Please note that the work may require being at other locations for external catering or meetings.

### **Corporate responsibilities**

- Conduct high levels of professionalism at all times, with particular reference to punctuality, dress, presentation and administration
- Keep customer care as the major priority for service provision
- Ensure the service is promoted efficiently, effectively and in-keeping with the corporate image of Shoreditch Trust.

***Please note that this job description is intended as an outline indicator of general areas of activity only. Shoreditch Trust is a small charity and as such all staff are expected to vary their duties as necessary to meet the needs of the organisation.***

### **Safeguarding**

Shoreditch Trust works with children, vulnerable young people and at risk adults in a variety of ways and is committed to providing a safe, positive and friendly environment. We have a statutory and moral duty to ensure and promote the welfare of these groups regardless of Race, Disability, Gender, Age, Sexual orientation, Religion and belief, Gender reassignment, Pregnancy and maternity, Marriage and civil partnerships.

This policy extends to the treatment of all of our service users, partners, volunteers, visitors, and employees of Shoreditch Trust. Shoreditch Trust abides by the legislative framework in place for safeguarding, including the Children Act of 2004, Safeguarding At Risk Groups Act of 2006, Rehabilitation of Offenders Act of 1974 (amended in 2001), Criminal Justice and Court Services Act of 2000, the Criminal Justice Act 2003 and adjacent legislation and policies. We take into account 'Best Practices' in child and at risk adult safeguarding.

You will be working with and supporting vulnerable young people and at risk adults on a daily basis and will be required to understand and implement the Shoreditch Trust Safeguarding policy; your position with the organisation will be confirmed subject to the satisfactory outcome of a check with the Disclosure and Barring Service.

## **Person Specification**

### **Education and professional qualifications**

#### Essential

- Food Hygiene Level 2 certificate;
- Minimum 2 years' experience at Chef de Partie level;

#### Desirable

- A recent DBS check providing clearance to work with vulnerable adults and children.

### **Experience**

#### Essential

- Working in a complex kitchen environment with a broad spectrum of pressures and deadlines;
- Training people on the job.

#### Desirable

- Working with and supporting young people who have complex support needs;
- Devising and implementing schemes of work and accompanying lesson plans.

### **Knowledge, skills and aptitudes**

- Excellent verbal and written communication skills;
- An excellent understanding of food, ingredients and recipes;
- Able to remain flexible, adaptable and patient in a demanding working kitchen environment and with complex personal cases;
- Able to prioritise tasks effectively and to demonstrate initiative within specific guidelines;
- Able to provide constructive support to young people and to understand their needs and pressures
- A demonstrable ability to receive and manage sensitive information discretely;
- The ability to work effectively and collaboratively with colleagues;
- Good level of ICT skills.