

# Job Description

## Post Title

Chef De Partie

## Department/Location

Performance Catering, the Millers Oils High Performance Complex

## Reports to

Head Performance Chef

## Purpose of the Role

The Chef De Partie is required to contribute to the effective running of the Performance Catering team, ensuring high-quality food and service are consistently delivered, to players, staff, and visitors to the Club's training ground. The post holder will be required to assist the Head Performance Chef and the Catering team with the preparation of breakfast, lunch, and snacks, and fulfil any other additional catering services required in a professional sport environment, also covering for other members of the team as required.

## Functional Links

### Internal:

Catering Team  
Sporting Director  
First Team Managers and Coaches  
First Team Players  
Academy Manager  
Academy Coaches and Staff  
Academy Players  
Club Chairman, CEO, and Board Members  
Staff and Managers throughout the Club and Foundation

### External:

Suppliers  
Nutritionists  
Other Clubs' players and staff  
Visitors

## Key Performance Indicators

- Food preparation is executed in accordance with food hygiene regulations.
- Food production schedules are consistently adhered to.
- Feedback on performance catering is consistently positive.

## Role Specific Responsibilities

The post holder is required to:

- Assist the Head Performance Chef and Catering team in preparing and cooking food for the Club's playing squads and associated staff.
- Prepare, cook, and present dishes in accordance with the standards set by the Head Performance Chef.
- Maintain full awareness of all menu items, their recipes, methods of production, and presentation standards.



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- Contribute to developing new dishes and menus as required.
- Contribute to estimating daily production needs, also checking the quality of raw and cooked food products to ensure that all relevant standards are consistently met.
- Follow the Head Performance Chef's instructions and recommendations to complete allocated daily tasks.
- Coordinate daily tasks with the Head Performance Chef and/or Kitchen Manager and take full responsibility for the effective and timely completion of these tasks.
- Maintain high-level knowledge and understanding of all standard policies and procedures relating to food preparation, storage, and hygiene.
- Take personal responsibility for hygiene, safety, and the correct use of equipment and utensils.
- Support and contribute to the training and development of other members of staff, including the Catering Supervisor and Kitchen Porter.
- Monitor portion control and waste.
- Contribute to stock rotation and monitoring expiry dates on food items.
- Operate and maintain all departmental equipment in a safe and hygienic manner, wearing personal protective equipment (PPE) as required.
- Ensure effective communication between all team members and all staff by maintaining a secure and friendly working environment.
- Set an example to others for personal hygiene and cleanliness, both on and off duty.
- Undertake relevant CPD on a regular basis to ensure ongoing development of skills and knowledge.
- Travel to away fixtures as required to oversee the players' food requirements.
- Execute additional tasks as necessary to meet the changing priorities of the department and organisation.

This job description is not intended to be exhaustive, and the post holder is required to undertake any other duties as may reasonably be required by the Head Performance Chef, Sporting Director, the Huddersfield Town Chief Executive Officer, or any other senior leader/Director within the Club, commensurate with the level of the post.

### **Behaviour/Conduct**

The post holder is required to:

- Be proactive with workload and interventions.
- Seek to continually develop their skills and knowledge.



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- Adopt an organised and structured approach to fulfilling the duties and responsibilities of the role.
- Communicate appropriately at all levels.
- Be flexible to fit the development and growth of the organisation.
- Be flexible in hours of work.
- Be trustworthy and adhere to the Club's Code of Conduct and Ethics.
- Adhere to protocol and respect confidentiality in all matters, also protecting any data relating to the area of work in accordance with the Data Protection Act 1998 and the General Data Protection Regulation (GDPR) 2018.
- Consistently demonstrate high standards of behaviour and appearance and encourage the same from others.
- Demonstrate a commitment to safeguarding and promoting the welfare of children and young people.
- Respect others and behave in an inclusive and non-discriminatory manner, taking account of all protected characteristics, as specified in the Equality Act 2010.

### **Additional Information**

#### **Safeguarding:**

Huddersfield Town Association Football Club (HTAFC) Ltd. is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

We anticipate that the role of Chef De Partie may involve the supervision of and work with children and young people or vulnerable adults; therefore, the post holder may require an Enhanced Criminal Records Check (CRC) through the Disclosure and Barring Service (DBS) and clearance for work in football by the FA.

Applicants must disclose all previous convictions including spent convictions in accordance with the associated legislation. The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provide that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.

Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website.

The post holder will also be required to undergo Safeguarding Training, to be agreed with the Head of Safeguarding.

## Equality, Diversity, and Inclusion:

Huddersfield Town AFC and the Huddersfield Town Foundation are diverse environments in which we respect all characteristics under the Equality Act 2010; we want everyone to feel valued and included within the Club and Foundation and to be able to achieve their full potential.

We have a zero-tolerance approach to any form of discrimination, and we are committed to the redress of any inequalities by taking positive action where appropriate. All employees are required to support and uphold this zero-tolerance approach and contribute to our 'Terriers Together' Equality, Diversity, and Inclusion Strategy.

The post holder will be required to sign and return a copy of this document to the Human Resources Manager on accepting an offer of employment.

### Accepted by:

**Name (Printed)** .....

**Name (Signed)** .....

**Date** .....

**This Job Description was reviewed in October 2023.**

**The proposed review of this Job Description is July 2024.**



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# Person Specification

**Post Title**  
 Chef De Partie



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Area of Expertise	Essential	Desirable
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Minimum of two years' experience working in fresh food kitchens.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in performance catering in a sport environment.</li> <li>• Experience in a customer-facing role.</li> </ul>
<b>Qualifications and Professional Accreditation</b>	<ul style="list-style-type: none"> <li>• Level 3 Diploma or equivalent in Professional Cookery.</li> <li>• Minimum of Level 2 Food Hygiene certificate.</li> <li>• Live Child Protection/ Safeguarding certificate.</li> </ul>	<ul style="list-style-type: none"> <li>• Advanced Food Hygiene certificate.</li> </ul>
<b>Specific Skills and Knowledge</b>	<ul style="list-style-type: none"> <li>• Ability to work independently and as part of a team.</li> <li>• Ability to work under pressure and to tight deadlines.</li> <li>• Excellent attention to detail.</li> <li>• Excellent communication and interpersonal skills evidenced through positive and productive relationships with all stakeholders.</li> <li>• Well-organised with a logical and methodical approach to work.</li> </ul>	



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Area of Expertise	Essential	Desirable
<b>Additional Requirements</b>	<ul style="list-style-type: none"><li>• Passionate about food and nutrition.</li><li>• Committed to professional and personal development.</li><li>• Flexible approach to work, to meet the needs of the business.</li><li>• Suitable to work in an environment in which there will be contact with children and young/vulnerable adults.</li><li>• Committed to equality and diversity initiatives, and inclusive practice.</li></ul>	

