

# JOB DESCRIPTION

POSITION	Chef de Partie
REPORTS TO	Head Chef
DEPARTMENT	Food & Beverage
DIRECT REPORTS	n/a

## VISION, MISSION AND VALUES

### Our Vision

A Scotland where all people value science and technology to inform decision making, empower individuals and enrich lives.

### Our Mission

To be an essential bridge between citizens and science and technology. To inspire people of all ages to explore and understand the world around them, to discover and enjoy science and understand its relevance to their own lives.

### Our Values

Are at the heart of our business and underpin all that we do. They define who we are, how we work, what we believe in and stand for.

- **We strive for excellence** to be the best we can be to make a positive impact on society.
- **We are inclusive** and want to make GSC a welcoming, respectful and supportive community for everybody.
- **We innovate** by being proactive, inquisitive and always ready to learn and improve.
- **We collaborate** to build relationships with our community to empower and support lifelong learning together.

## ROLE PURPOSE

To assist in all kitchen and catering operations throughout GSC to ensure customer satisfaction in our food and beverage services. Preparing, cooking and presenting food for the café, coffee shop and corporate events at GSC according to Food Hygiene and Health and Safety Standards.

## KEY RESPONSIBILITIES

- To plan and prepare menu items for both the café and corporate events.
- To ensure food is served to customers in a timely manner.
- Monitor portion control and waste control to maximise profit margins.
- To assist the Head Chef and the Sous Chef with menu development.
- To clean and tidy all kitchen/catering areas and equipment daily and weekly in accordance with the kitchen cleaning schedules.
- To receive deliveries and distribute to the designated area, checking temperatures and condition of goods in accordance with GSC Food Hygiene standards.
- To supervise and train any commis chefs or agency staff as required.
- To assist with the training and support with the culinary of excellence programme GSC supports.
- To maintain departmental standards of food production, cleaning, hygiene and health and safety.
- Troubleshoot any problems that may arise in the kitchen.
- To attend any meetings regarding catering within GSC and to contribute constructively.
- To be aware of targets and GP's.
- To complete all paperwork associated with catering in a timely and accurate manner.
- To assist with food stock counts. To properly maintain the kitchen through a system of cleaning, proper care and maintenance. Liaising with the facilities team when needed.
- To be professionally presented and leading by example and ensure all staff are professionally presented and maintain good hygiene.

- To meet with the Executive Head Chef's requests in a prompt and professional manner.
- To comply with reasonable requests made by colleagues on behalf of customers.
- To take interest in service standards and all aspects of the customer experience.
- To carry out other reasonable duties/tasks as required, to deliver and meet the objectives of your team and Glasgow Science Centre.

### PERSON SPECIFICATION

Qualifications, Skills, Experience and Knowledge	Essential	Desirable
Intermediate food hygiene certificate	x	
Experience in a café/Bistro/events environment	x	
Basic IT skills		x
Strong communication skills	x	
Ability to work as part of a team with a willingness to work autonomously	x	
Ability to provide high quality customer service	x	
A good understanding of GSC and its mission		x

### Personal Qualities

- Display passion for food and for quality produce.
- A friendly, professional and hardworking attitude.
- Flexible to work evenings, weekends and holidays as required.
- A genuine enthusiasm for GSC with commitment to GSC's vision, mission and values.

- Well presented in accordance with GSC uniform policy.
- A flexible approach to meet overall deadlines and needs of GSC, both within and out-with your own department