



HALE SCHOOL

JOB DESCRIPTION

Date	August 2025
Position Title	Chef de Partie – Pastry Chef
Reports to	Head Chef
Department	Operations - Kitchen

Summary

A Chef de Partie manages a specific section in a kitchen and reports directly to the Head Chef. At the same time the Chef de Partie will work closely with all members of the kitchen team to ensure an excellent, safe and hygienic standard of food preparation and presentation. The Chef de Partie must ensure that work areas, food storage and work practices are safe and hygienic and meet the requirements outlined in food compliance legislation. Establishing and maintaining high quality catering experiences for all boys, staff and guests is also a central aspect of this role.

Responsibilities

The primary function of this role is to take care of daily pastry preparation and duties, under the direction of the Sous and Head Chefs. In so doing the Chef de Partie will need to meet the standards and quality set by the senior Chefs and the School. The role is made up of many varied responsibilities including the following:

Working Relationships and Service

- Consult daily with Head Chef on the daily requirements and functions, discussing any last-minute events.
- Maintain a strong customer focus, by demonstrating a cooperative and friendly demeanor when engaging with the boys, staff and guests.
- Ensure effective communication between staff by maintaining a secure and friendly working environment.
- Provide daily feedback, collecting and reporting issues as they arise.

Food Quality

- Regularly liaise with the Head Chef to ensure that the quality and production of food daily meets the required standards and agreed benchmarks.
- Effectively take a lead role in the daily pastry preparation for students, staff and guests.
- Prepare meals for the School's canteens.
- Monitor portion and waste control.
- Ensure meals are produced on time with sufficient quantities available for the various areas.
- Be available for functions as they arise to ensure that the food is prepared and served as required.

- Estimate the daily production needs and check the quality of raw and cooked food products to ensure that standards are met.
- Ensure that the production, preparation and presentation of food are always of the highest quality.
- Ensure the highest levels of student, staff and guest satisfaction with the quality and variety of food.

Safety and Hygiene-Compliance

- Ensure that all work practices meet the required safety and hygiene standards.
- Take personal responsibility for hygiene, safety and correct use of equipment and utensils.
- Assess quality control and adhere to service standards.
- Follow good preservation standards for the proper handling of all food products at the right temperature.
- Ensure accurate and timely reporting of any staff or safety concerns, along with equipment failures, to the Head Chef.
- Assist in the implementation of the School's Safety Management System and related procedures.
- Assist in the training and induction of kitchen staff so that they receive appropriate guidance regarding safe operating procedures.
- Set an example to others around personal hygiene and cleanliness on and off duty.
- Operate and maintain all kitchen equipment and report malfunctioning.
- Maintain a good working knowledge of all standard procedures and policies pertaining to food preparation, receiving, storage and sanitation.
- Assist in identifying and managing risk and safety matters relating to the kitchen.
- Help maintain the general tidiness of the kitchen, cool room, freezer and dry stores.
- Ensure food compliance paperwork is being filled out daily, including but not limited to, end cooking point temperature recording as well as food allergens sheets.
- Ensure cleaning rosters are adhered to and recorded daily.
- Maintain accurate and current documentation of all regulatory compliance checks and reporting documentation.

Other

- Demonstrate an awareness of all emergency management procedures and safe work practices in the respective areas of work.
- Maintain the ethos of Hale School by acting in a manner that supports the School's Values, Statement of Purpose, Ethos and Anglican framework.
- Be aware of and understand the obligations of working in accordance with the School's Child Safety, Mandatory Reporting and Child Protection, Staff Code of Conduct, Staff Code of Ethics, Critical Incident Management Guidelines, Policies and Procedures.

The Headmaster, at his sole discretion, reserves the right to vary your duties at any time. Such a variation of your duties does not constitute a breach of contract or termination of your employment. As part of the School's routine pre-employment practices, the School will contact your referees and/or previous employers to ask specific mandatory questions relating to Child Safety. We also reserve the right to conduct social media checks, as part of this process.

Key Working relationships

- **Executive Chef**
- **Head Chef**
- **Sous Chef**
- **Boys, staff and guests**
- **Head of Boarding**
- **Boarding Staff**
- **Kitchen Staff**

EMPLOYEE SPECIFICATIONS:

- Demonstrated experience in a large-scale commercial kitchen.
- Good communication skills.
- Highly organised and efficient worker.
- Highly committed team player with a positive attitude.
- Excellent knowledge of bulk pastry cooking.
- Understanding and experience in quality and cost control.
- Able to work under pressure.
- Demonstrated experience in ensuring the fulfilment of regulatory requirements for kitchens.
- Trade certificate.
- A current Working with Children Check and Police Clearance are required.

Child Protection

Hale School takes child protection seriously and is committed to supporting the wellbeing of all children and young people, respecting their dignity, ensuring their safety, and protecting them from abuse and other harm.

All candidates for roles at Hale School are subject to rigorous screening procedures and assessment as a condition of employment.

All staff are required to uphold the standards and adhere to the procedures outlined in our Code of Conduct for all Staff, Code of Ethics, Child Safety and Child Protection and Mandatory Reporting Policies.

As part of your duties and responsibility as an employee you will be required to:

- Promote the safety and wellbeing of children and young people
- Ensure your interactions with children and young people are positive and safe
- Provide appropriate support and supervision of children and young people in your care
- Act as a positive role model for children and young people
- Participate in regular performance management and professional learning linked to our Codes of Ethics and Code of Staff Conduct, Child Safety and Child Protection and Mandatory Reporting Policies.
- Maintain an up to date and valid Working with Children Check
- If appropriate meet professional standards for teachers and maintain teacher registration and,
- Report to the Headmaster any criminal charges or convictions you receive during your employment that may indicate a possible risk to children and young people

The Hale School community has zero-tolerance for child abuse, and all allegations and safety concerns are treated very seriously and consistently with our robust safeguards and procedures.