



WADDESDON

Job Title: Demi Chef de Parties

Managed by: Head Chef

Department(s): Five Arrows Hotel

Location: Waddesdon

The Five Arrows Hotel is sixteen bedroom hotel situated in the Buckinghamshire village of Waddesdon. It was built in the 1870s by Baron Ferdinand de Rothschild to form part of the model village which was overlooked by his country house, Waddesdon Manor.

Today the Manor is owned by the National Trust and a large part of the activity at the property is funded by private Rothschild family trusts. The Hotel is leased by the Manor's trading company and operates as part of this commercial activity.

The Hotel's Chefs are responsible for implementing all aspects of food policy in the Hotel's AA Rosette restaurant.

A daily and ongoing communication with the Head Chef / Sous chef will ensure that the Demi Chef de Parties has a clear idea of his/her four main areas of responsibility, and his/her achievements in these areas. These discussion will also give the Demi Chef de Parties the opportunity for feedback, and to discuss future development ideas.

The five main areas of responsibility, and the most direct ways of assessing achievements are:-

Food

Under the direction of the Head Chef, the Demi Chef de Parties should:

- (a) Know that all food served at the Hotel is of the highest possible standard.
- (b) In conjunction with the Head Chef, select, cost and price monthly seasonal menus, and menus for special events as directed.
- (c) Take full responsibility for the preparation and serving of these menus on your designated section. This would involve concentrating on home production of foods, the control of portions and minimisation of waste, and achieving the gross profit percentage set by the CEO and Hotel Manager.
- (d) Purchase food and materials from approved suppliers ensuring their quality at



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all times. All ordering is done through the Head Chef/Sous chef. You are expected to control ordering for your section.

- (e) Assist the Head Chef with the monthly food stocktake.
- (f) Prepare desserts & cakes for the Dairy events when applicable

Assessments can be made from feedback: from the Head Chef & Hotel Manager, from achievement of financial targets (profit margin, spend per head, etc), and by judging customer satisfaction.

Staff/Personnel

Assist the Head Chef to recruit, train, and motivate all kitchen staff creating a work environment that fosters individual commitment, enthusiasm and confidence. By example encouraging team work and collaborative action whilst emphasising the importance of individual responsibility and accountability.

Hygiene

The Demi Chef de Parties should lead by example in “cleaning as you go”. All parts of the kitchens must be systematically cleaned, according to the schedule, and all aspects of hygiene regulations must be complied with at all times.

Head Chef and EHO reports will enable assessment.

Equipment/Maintenance

The Demi Chef de Parties should oversee the use and maintenance of all equipment, notifying the Head Chef of all breakages and equipment failures. Staff should be trained in the use of equipment, especially potentially dangerous equipment, and shown how to look after it so that nothing is abused, life is prolonged, and expenditure saved.

Biannual maintenance contract reports will assess success or otherwise in this area.

Finance/Administration

The Demi Chef de Parties has responsibilities for assisting the Head Chef to:

- (a) Secure any stock, equipment and premises of the kitchens.
- (b) Ensure that every effort is made to achieve budgeted sales and operating expenditure budgets.
- (c) Comply with the financial procedures and complete returns as instructed from time to time by the Accounts Department or the Deputy Manager.
- (d) Record as necessary and as directed by the CEO and Hotel Manager any HACCP data, or other, to the satisfaction of the Head Chef, CEO, Hotel Manager and the EHO.



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Assessment of this area of responsibility can be made from monthly P&Ls, stocktake reports and the sales statistics.

By addressing these five “key result areas” the Demi Chef de Parties will ensure that every effort is made to achieve the highest level of customer satisfaction, including customers with special needs, such as the disabled and those with special dietary requirements.

Terms & Conditions

- Salary:** £20,000 plus a share of the discretionary service charge.
- Hours** A minimum of 42.5 hours per week, on a five day rota to include weekends, evenings and split shifts. Hours of work to suit the needs of the business (exclusive of breaks). If an additional day is worked to your standard rota this will be paid as overtime as your normal hourly rate
- Annual Leave:** 33 days including public holidays (25 days plus 8 bank holidays).
36 days after 3 years’ continuous service (including public holidays)
38 days after 5 years’ continuous service (including public holidays)
40 days after 10 years’ continuous service (including public holidays)

This will be pro-rated based on the actual hours worked
- Benefits:** 20 % staff discounts in our on-site Restaurant and Shops
Matched company pension scheme up to 10% of salary
Beautiful location working within the charity and heritage sector
Free parking

Application Process

Please send CV and covering letter to application@waddesdon.org.uk

Closing date 29 July 2021