

Job Title:	Senior Chef de Partie	
Department:	Hospitality	
Reporting To:	Head Chef	
Location:	The Royal and Ancient Golf Club of St Andrews	

Context

The Royal & Ancient Golf Club was founded in 1754 and comprises a Clubhouse, a restaurant and bar within its adjacent property, Forgan House, and a guest house called Waldon House.

The Club has approximately 2,500 Members nationally and internationally, who may introduce guests. There are around 50 full-time staff with additional seasonal staff.

The Royal & Ancient Golf Club aspires to world class standards.

Values and Behaviors

Employees are expected to act professionally at all times, and in accordance with the standards of behaviour and code of conduct outlined in the staff handbook and below.

The Royal & Ancient Golf Club departmental teams are committed to working together to achieve the Club's Objects as defined in its Rule Book. It is an organisation that aspires to excellence through working and communicating efficiently and effectively as a team.

A core value is integrity and team members treat each other considerately according to documented values, which include environmental and social responsibility.

Principle Purpose of Position

- To assist the Head Chef in providing a formal and informal catering service to the Clubhouse, Forgan House, Waldon House and any other club properties as required
- To deputise for Deputy Head Chef in their absence
- To assist in the training and development of junior chefs
- To manage Forgan House kitchen as and when required.
- To assist in menu development
- To assist in meeting food margins set by The Finance Sub Committee

Key Responsibilities

Culinary Requirements

- Produce high standards of food across all food venues within the organisation
- To ensure the use of fresh, local and seasonal ingredients
- In collaboration with the Head Chef, develop seasonal menus for both formal and casual dining across all venues within the Club
- Ensure that all food that is served in the staff dining room is delivered to a high standard and in a healthy and cost effective manner
- In the absence of Head Chef and Deputy Head Chef, ensure adequate food stocks are ordered to meet the forecasted needs

Staff Management

- To contribute and support the Kitchen Brigade's 5 Departmental Objectives.
- Training and development with a focus on trainee chefs.
- Effective verbal communication required.

- Praise and recognise good performance.
- Work with the team to achieve all food production to specification and in the designated time scale.
- Lead by example, setting the pace and standards.

Administration and Purchasing

- To ensure that agreed procedures and policy relating to purchasing are strictly adhered to
- Assist trainees with their SVQ submissions
- Ensure that Monthly Stock Checks are carried out accurately to a high standard
- Assist in monitoring and controlling stock levels – daily, weekly and monthly, ensuring there are no shortfalls
- Stock rotation is followed and all store rooms / fridges and freezers are in order
- Maintain records and control wastage and adhere to legislation regarding its disposal
- Secure food stocks

Key Tasks

Health and Safety

- Implement and ensure the company Health and Safety Policies are met at all times – this includes checking and overseeing any ihasco online training that is required
- Comply with all Health and Safety and Food Hygiene Cook Safe requirements
- Follow the Club's HACCP policy and ensure that new legislation is introduced to staff and that the HACCP is updated as necessary with new menus
- Work closely with the Head Chef to ensure that food hygiene practices are undertaken by both the Club's staff and Club's suppliers meeting all legal requirements
- Ensure that the maintenance programme for the repair of kitchen equipment is followed as required and breakdowns / faults are reported immediately
- Ensure kitchen is clean and hygienic, making sure cleaning rotas are adhered to and records kept up to date
- Ensure temperature records and food labelling are maintained and up to date
- Ensure that all staff adhere to legislation and Club policy regarding personal protective equipment

Menu Planning

- In conjunction with the Head Chef and Deputy Head Chef, plan imaginative, varied, balanced and cost-effective menus for all Members, Guests and Visitors within the Club's budget. Regularly review the menu contents and be aware of the latest trends and health initiatives in catering

Club Events and Functions

- In liaison with the Head Chef and Deputy Head Chef, suggest menu ideas for Club events and external functions, and to manage the preparation of the menus
- Possess sufficient person presentation and communication skills to face the Members and Visitors from behind the various serving stations
- Work with the team to achieve all food production to specification and in the designated time scale.
- Lead by example, setting the pace and standards.

Liaison

- Head of Hospitality in respect of daily Dining Service
- Members' Secretary in respect of all aspects of the daily operation of the Club
- Liaise with departmental managers as required
- Facilities Department in respect of all Health and Safety Policies

General

- To undertake any reasonable tasks as requested by the Members' Secretary, Head of Hospitality or Secretary.
- Liaise with departmental managers as required

Person Specification

Qualifications and Experience

Essential:

- Significant Chef experience in a 4/5 star hotel/fine dining restaurant.

Desirable:

- Experience working in international locations.
- Experience in patisserie, including preparation and presentation of desserts and baked goods.
- Formal culinary qualification, such as a diploma or degree from a recognized culinary school

Skills and Personal Attributes:

Essential:

- Excellent personal presentation.
- Excellent verbal and written communication skills.
- A high degree of personal motivation and ability to take a hands-on approach.
- Confident personality.
- Have a passion for working in the hospitality industry.