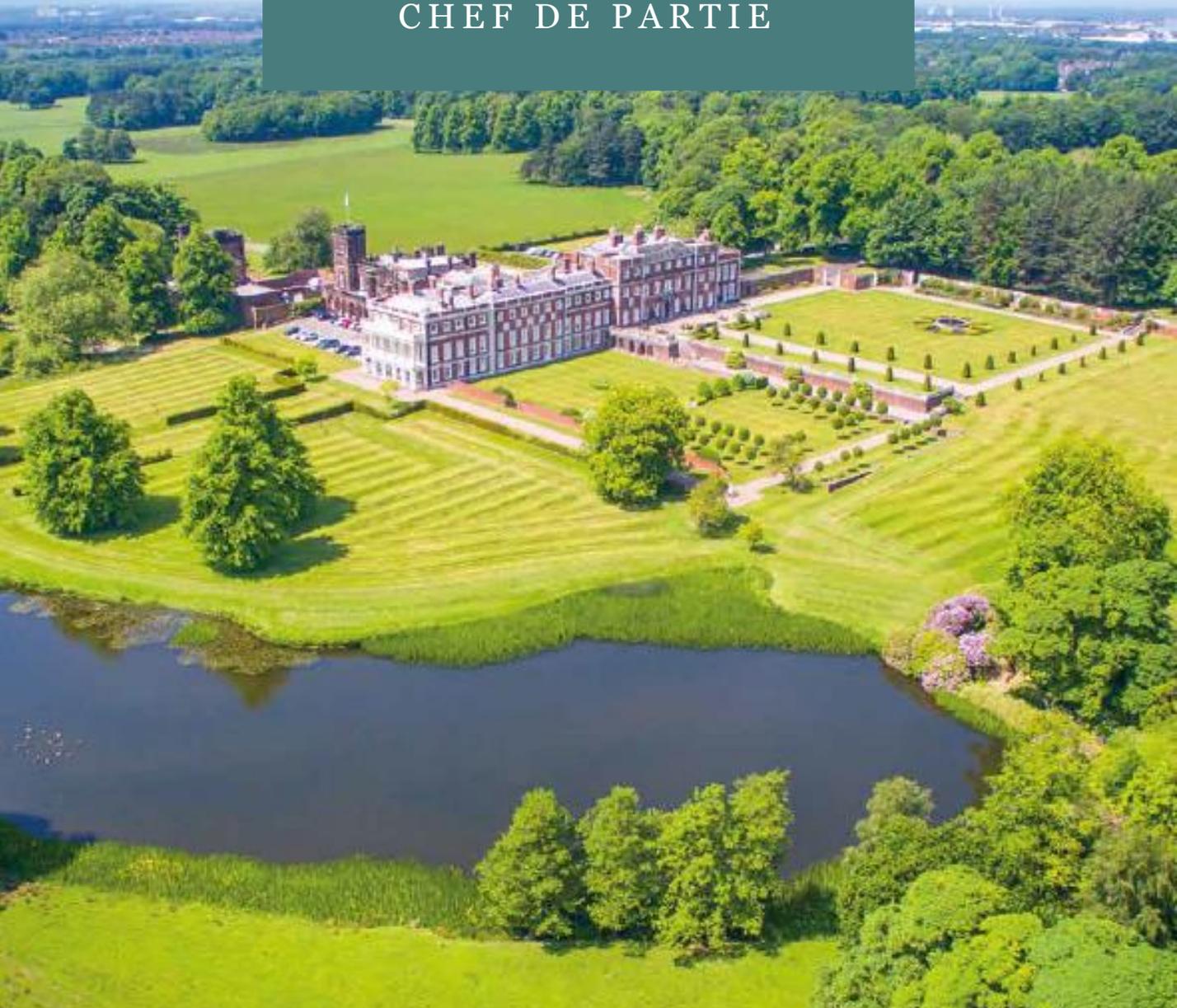




KNOWSLEY HALL

RECRUITMENT PACK

CHEF DE PARTIE



NOVEMBER 2021



INTRODUCTION

Thank you for your interest in this role and working at The Knowsley Estate, we hope that this recruitment pack provides you with the information that you need to pursue your application. Please ensure that you read all parts of this document in order to complete your application as requested and tailored to the role and person specification.

This pack contains the following:

- About the Knowsley Estate
- Benefits of Working at The Knowsley Estate
- Shortlisting
- The Role
- The Person
- How to Apply



ABOUT THE KNOWSLEY ESTATE

Owned by The Earl and Countess of Derby, The Knowsley Estate is comprised of two operating entities. Firstly, Stanley Enterprise, the leisure arm of the business, focussing on outstanding quality of customer service and guest experience and home to two great Merseyside icons – Knowsley Hall and Knowsley Safari. Secondly, The Stanley Estate and Stud Company which operates the landed side of the business including farmland, residential properties and Stanley Grange Business Village. Further afield in Newmarket near Cambridge, is Stanley House Stud and which is home to the family's 'Mare in a Million' – Ouija Board.

The walled Estate covers over 2500 acres and has been in the ownership of the Stanley Family since 1385 and from that time the history of the family has been closely intertwined with the history of the country. If you delve into the family's history, you'll discover that Lord Stanley was created the 1st Earl on the battlefield of Bosworth by Henry VII, the 14th Earl was Prime Minister three times, the 15th Earl was Foreign Secretary and the 17th Earl was Minister of War during the First World War and involved in negotiating the Treaty of Versailles.

The beautiful park was landscaped with the advice of Lancelot 'Capability' Brown in the 1770's. The park was extended in the nineteenth century and is enclosed by a stone wall 9 ½ miles long. At times in its long history, the park has contained a racecourse and (reputedly) a gold-mine.

At The Knowsley Estate, we know that ultimately, it is our staff's commitment and hard work that will drive us forward. It is our vision to value and invest in our people to inspire them to channel their pride and passion in their work towards our goals. We are committed to the personal development of our staff where aspirations can be met and opportunities are available.



SHORTLISTING

Candidates should ensure before they apply, that they have read through The Role and The Person thoroughly and that they meet the criteria outlined for this role as a minimum.

Due to the high volume of applications that we receive, we regret that we are only able to contact those applicants that have been shortlisted to interview. If you have not heard from us within one month of the closing date, please note that we have decided not to take your application any further any time.



BENEFITS

- 33 days' annual leave (inclusive of bank holidays), increasing with service
- Access to a generous pension scheme
- Complimentary tickets to Knowsley Safari
- Free entry to affiliated zoo's and collections through BIAZA
- Discounts on a range of products and services offered by the Estate
- Estate Summer BBQ and Christmas Tea Party staff events
- Health Cash Plan to cover costs such dental and optical amongst others
- Employee Assistance Programme, counselling and support helpline to discuss any worries anonymously
- PERKS online discount scheme
- Thrive wellbeing app, full of tips and techniques to help you monitor and improve your health.
- Commitment to your personal development
- Cycle to Work scheme
- Celebration of Service awards
- Free car parking

THE ROLE

J O B T I T L E	Chef de Partie
C O N T R A C T T Y P E	Permanent
W O R K I N G H O U R S	Your normal working hours are to be worked 5 out of 7 days. You will be expected to work bank holidays and weekends in line with business needs.
R E P O R T T O	Head Chef
S A L A R Y	£24,000 gross per annum

The following job description has been designed to give a clear definition of the role, but it is hoped that the employee will seek to develop the role to the best of their ability and that the role can be developed to make full use of their potential.

Purpose of the Role

To delivery freshly prepared food for our guests ensuing a high level of performance, guest satisfaction and profitability.

Main Duties and Responsibilities

- Assist in supporting the day-to-day operation of the kitchen, coordinate food production schedules and ensure highest level of food quality, taste and presentation. To be accountable in the absence of the Kitchen Manager/Sous Chef.
- Participate in actual food preparation, produce food of consistently high quality, taste and presentation and expedite during peak meal times as needed.
- Establish and require strict adherence to health and safety and food handling guidelines.
- To maintain exemplary cleanliness and hygiene standards in all food areas relevant to the kitchen department. Meet all company and statutory requirements with regards to food hygiene and employee health and hygiene.
- Complete all necessary paperwork relating to the kitchen food safety plan.
- The CDP must maintain effective communication within the kitchen.
- Conduct regular inspections of the kitchen areas and promptly act to correct deficiencies found during inspection.

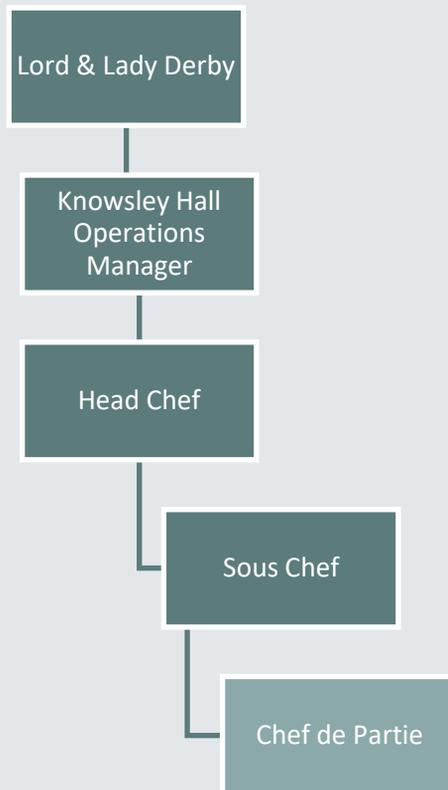
- Opening and locking the restaurant as and when required.
- To participate in the design of menus and when required purchase all food and food related products using company nominated.
- To assist with monthly stock takes in conjunction with the Kitchen Manager.
- To ensure any stock is rotated regularly to ensure minimum wastage.
- To maintain all equipment within the catering operation through due care and diligence ensuring the best life for all kitchen equipment.
- When required, to take in deliveries by suppliers ensuring all stock signed for is present and undamaged.
- To assist in the development of kitchen operational procedures.
- To assist in the training and performance management of all seasonal kitchen team members.
- Ensure that all kitchen employees consistently adhere to uniform, grooming and appearance standards.
- To solve all complaints satisfactorily and exceed guest expectation at all times.
- To be flexible with working hours to allow full involvement with clients and events.
- To ensure GP targets are achieved and maintained.



- To safeguard the Hall, Derby Collection and other contents of the building during events by ensuring all staff adhere to the Derby Collection Guidelines.
- To carry out post-event Kitchen inspections and monitor and report on any damage from events.
- To perform routine Kitchen inspections to check and correct any minor maintenance issues such as replacement of light bulbs, equipment not working correctly and to report any other maintenance issues to the correct department.
- Set and maintain service standards for all Kitchen Team to ensure that staff are delivering excellence.
- Be a team player, support the team and take pride in doing so.
- Be responsible for the correct staffing levels of temporary chefs for all events to give the agreed level of food service.
- Train, develop, recognise, coach, evaluate and manage performance of all staff in the kitchen team with the use of personal development plans and an appraisal scheme.
- Provide all temporary chefs with the orientation and training needed to understand expectations and job responsibilities.
- Provide employees with coaching and counselling as needed to achieve performance objectives and reach their full potential.
- Evaluate employees' performance and conduct regular appraisals and documented feedback sessions.
- Ensure that all Operational Managers are competent in the opening up and closing down of the Kitchen in the absence of the Head Chef, Sous Chef or Temporary chef.
- To perform any other reasonable task or duty as directed by his or her supervisor.



Where does this role sit within Knowsley?



HOW TO APPLY

Please send your completed application form along with your CV to recruitment@knowsley.com.

There is no closing date to this advert as we will close when our next Chef de Partie is found, and so we encourage your early application.

INTERVIEW DATE: To be confirmed

START DATE: ASAP

