



St Martin-in-the-Fields

Chef de Partie Application Pack

Who we are

St Martin-in-the-Fields is a unique configuration of cultural, charitable and commercial initiatives rooted in the life of a vibrant Church of England congregation. Our vision is *At the heart. On the edge*. This declares that we see ourselves at the heart of London, through our location on Trafalgar Square, and of the nation, through our 500-year links with the royal family, and also of the church, through our national profile gained through nearly a century of broadcasting and our flagship role in social issues – but also appealing to the heart through our long tradition of choral and classical music and our reputation for compassion gained through a century of engagement with poverty and destitution. It also names our calling to be on the edge, not just of Trafalgar Square but alongside those on the edge through being excluded, ignored or oppressed by society or church, and on the cutting edge of innovation in culture, commerce, charity and congregational life.

About the department

The café has 224 seats, open 7 days a week, and provides in house catering for events, conferences and private dining. In addition we offer a seasonal outdoor dining, The Courtyard at St Martin's which opens from April to October. The daily changing buffet offers freshly prepared value for money food and attracts a mix of people from local office workers and residents to tourists from all over the world. It has been a successful component of the commercial operations at St Martin's for over 30 years, and has recently been awarded the Trip Advisor Certificate of Excellence.

Our Catering team is made up of 9 chefs, 8 kitchen assistants and approximately 30 front of house. We need to find the right people who share our passion, enthusiasm and dedication to be part of this amazing team in a beautiful area of central London.

The Café is open every day (except Christmas day and Boxing day) generally from 10.00 am to 9.00 pm serving a range of breakfasts, lunches, dinners and afternoon tea. On top of this, the Café is host to a weekly Jazz night and many daytime and evening events, functions and conferences.

About the role

Visitors to Café in the Crypt, and The Courtyard at St Martin's are delighted by the range, choice and options available when they arrive to experience one or both of the Café's or when attending an Event, private function or conference. An amazing venue in the heart of London which offers great value, freshly cooked food, a unique venue for entertaining and a TripAdvisor Certificate of Excellence.

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This is an interesting and varied role, for a passionate chef on their career pathway in catering, and you will need to bring skills and a fantastic attitude to ensure that food goes out on time and to the high standards we expect.

Your development is important to us and objectives are set at your appraisal or one-to-one meetings and will assist you in your development within your role.

Working at St Martin's

Based at: Café in the Crypt, St Martin-in-the-Fields, Trafalgar Square, London.

Working pattern: Monday to Sunday, 35 hours per week approx. (5 out of 7 days), including early morning, evening and weekend work on a regular basis.

Salary: dependant on experience and role applied for.

A meal allowance when on duty, free filter coffee and tea throughout your working day, all other items outside of allowance attract 20% discount in the Café in the Crypt/Courtyard, Shop (excluding books and CDs) and limited concert concessions.

Holiday entitlement: 28 days holiday including bank holidays.

Notice period: One month (depending on role)

Job Profile

Main duties and responsibilities

1 Operations

- Ensure Mis En Place on working sections is according to trading
- Maintain a strong knowledge of all products and services as well as being aware of any promotions
- Monitor and control portion sizes
- Adhere to opening and closing procedures
- Always try to minimise breakages and losses
- Correct and proper set up of all stocked areas at all times

2 Quality

- Ensure kitchen standards, procedures, health regulations, recipes, portion control and cleaning schedules
- Control of appearance of food on public display

3 Functions and events

- Assist in running of small functions directed by the Executive Chef
- Prepare buffets, canapé receptions through to larger scale sit down dinners

4 Customer service

- Deliver exceptional customer service
- Ensure a sound working knowledge of the organisation, understanding the site wide activities across St Martin's

5 Performance and personal development

- Guide and support junior chefs
- Build a strong working relationship with the Catering team and cross site team

6 Health and safety

- Maintaining high standards of hygiene
- Responsible for cleaning areas and equipment marked on cleaning rotas
- To ensure that any waste needed for recycling is passed on to kitchen assistants for correct disposal
- Follow HACCP schedules
- Full understanding of HACCP and COSHH
- Assist when required in ensuring the following kitchen hygiene, fridge temperatures am/pm, analysis of food sales, teaching and training methods, cleaning rotas and budget controls

7 This is not an exhaustive description of the job, aspects will change over time and the jobholder is expected to contribute to its development and progression.

Who we are looking for

Café in the Crypt is looking to appoint a Chef de Partie to the team. Our catering team prepare and deliver catering for the thriving Café in the Crypt, The Courtyard at St Martin's plus events and conferences. Located in the crypt of St Martin-in-the-Fields a landmark church in Trafalgar Square, it is unique in bringing together, a wide-ranging cultural programme, a thriving commercial operation and charitable work.

Person Specification

To be effective in this role you will need to demonstrate knowledge of the following, including formal training where appropriate:

- Experience of working in a busy kitchen
- Proven track record as a Chef de Partie or relevant experience, with relevant qualification(s)
- Enthusiastic and passionate about food
- Practise good health and safety procedures at all times
- Ability to deliver consistently high standards of excellent customer service
- Clear communication skills and the ability to liaise with all staff
- Ability to respond calmly and confidently to last minute challenges
- A team player with an interest in people, who enjoys working with others within a large and varied organisation

On top of this you will need to:

- Work in sympathy with the ethos and values of St Martin's
- And be, energetic, passionate, driven and ambitious, with the right attitude!

How to apply

To apply for this post, please email the following to hr@smitf.org:

- a supporting statement, explaining why you believe you can do this role
- a comprehensive CV detailing your relevant achievements in each role, and including details of two referees, one of whom should be your current or most recent employer

If you would like to chat about this role, please call a member of the Human Resources Team on 020 7766 1119/1101.