Royal Northern College of Music

Candidate Pack

Vacancy: Chef de Partie
Reference No: 2627-04
Closing Date: 12 Noon, Monday 30 November 2026
Interview Date: Friday 11 December 2026



RNCM
ROYAL NORTHERN
COLLEGE of MUSIC

Job Description

Job title: Chef de Partie
Department: Conference and Catering
Responsible to: Sous Chef
Responsible for: Junior Kitchen Team

Overall Purpose of the Job

To support the effective day-to-day operations of the kitchen by preparing and delivering high-quality food in line with established menus, recipes and food safety standards. To take responsibility for an assigned section, support and develop junior team members, and work collaboratively with the senior kitchen team to ensure efficient service, high standards of hygiene, health and safety, and compliance with all relevant procedures.

Key Responsibilities, Accountabilities or Duties

Food Production and Standards

- Prepare, cook and present food for the Café, hospitality and events as directed by the senior kitchen team, according to the menu and established recipes.
- Manage the daily operations of an assigned section within the kitchen.
- Maintain consistency in presentation, portion size and food quality.
- Ensure preparation is completed on time for service
- Maintain a safe working environment by adhering to all food safety, hygiene and health and safety regulations.
- Maintain a clean working environment by ensuring cleaning schedules are completed
- Ensure equipment and kitchen facilities are used correctly.
- Raise with the senior kitchen team any issues of non-compliance.
- Assist with menu development and new dish creation as required by the senior kitchen team.

Teamwork and Communication

- Work closely with the Head Chef and Sous Chef to lead the kitchen team.
- Support and train junior team members, sharing knowledge.
- Maintain a professional and positive attitude.
- Assist the kitchen portering team as required and accept deliveries as per goods received procedure and store them according to the Food Safety Management System.
- Undertake cleaning (deep cleaning) as directed by the management team.

Administration

- Sign off daily and weekly checks on the digital food safety management system.
- Assist the senior kitchen team with monthly audits, stocktake and weekly orders.
- Ensure daily paperwork is complete (Kitchen dairy, wastage, temperatures, handover etc)

Health and Safety Responsibilities

- To ensure all Health and Safety and Food Hygiene regulations are followed and appropriate records are kept.

- To ensure safe systems of work are always adhered to.
- To ensure that all equipment in the kitchen area is well maintained including fault reporting.
- To ensure the correct use of cleaning materials and equipment according to chemical policy requirements and ensure COSHH and cleaning records are kept up to date in the kitchen.
- To ensure that reasonable care is always taken for the health, safety and welfare of yourself and other persons and to comply with the policies and procedures relating to health and safety within the College.

Additional Information

Safeguarding

The RNCM is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All staff are required to complete mandatory safeguarding training, and to report promptly any concerns relating to the safeguarding of children and / or adults at risk in accordance with agreed Child Protection Policy and Safeguarding procedures.

Health and Safety Responsibilities

To ensure that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons and to comply with the policies and procedures relating to health and safety within the RNCM.

General

This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of the responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

Person Specification

Criteria	Essential (E) / Desirable (D)	Method of Assessment
Experience		
Two years experience in a Professional Kitchen in a similar role	E	Application Form/Interview
Supervisory experience	E	
Experience of café, restaurant and banqueting style services	E	
Experience of running a unit	D	
Experience of bakery production	D	
Skills		
Excellent culinary and food presentation skills	E	Application Form/Interview
Good communication and interpersonal skills	E	
Attention to detail and consistency	E	
Ability to work independently and as part of a team	E	
Ability to work and remain calm in a pressured environment	E	
Ability to work unsupervised, to prioritise workload and delegates tasks accordingly	E	
Basic computer skills to be able to use the digital food safety management system, the kitchen management screens and the stock management system	E	
Ability to train and motivate staff	D	
Knowledge		
Knowledge of legislation appropriate to the catering industry including food hygiene, allergen awareness, health and safety, manual handling and COSHH	E	Application Form/Interview
Demonstrates a passion for food	E	
Knowledge of menu costing and of stock controls	E	
Qualifications		
Good standard of education. GCSE passes at Grade C or above in maths and English	E	
City and Guilds Level 2 in food preparation or kitchen management	E	

Allergen awareness training Basic Food Hygiene City and Guilds Level 3 in food preparation or kitchen management Intermediate Food Hygiene Certificate	E E D D	 Certificates
Other requirements		
Flexibility in working hours Willingness to undertake further training This role is physically demanding, as such the post holder should have the ability to lift stock items in order to accept and put away deliveries, the ability to bend to carry out low level cleaning and the ability to remain on feet for the duration of the shift	E E E	 Application Form/Interview

Summary of Terms and Conditions	
Salary	Grade 4, SCP 15 to 19, £26,615 to £29,354 per annum
Hours of Work	Full-time posts will work an average of 35 hours per week over 12 months, Hours will be worked over the year using an annualised hours' system meaning that additional hours worked during peak periods will be redeemed during college vacation periods. Shifts are primarily Monday to Friday with some Saturdays and the occasional Sunday depending on the needs of the business.
Annual Leave	25 days per year, increasing to 30 days after 5 years' service. In addition, 2 extra statutory days are granted during the Christmas closedown plus all 8 bank holidays.
Uniform	A uniform and safety equipment will be provided
Pension	The post-holder will be eligible to join the Local Government Pension Scheme

Issued by: Joanne Dooley, Head of Conference and Catering
Date of issue: November 2026

About Us

The RNCM

Founded in 1973 through the merger of the Royal Manchester College of Music and Northern School of Music, the RNCM is continually recognised as one of the world's most progressive conservatoires.

Home to over 900 students from more than 60 countries, we're dedicated to providing an outstanding education that propels students into careers as inspiring and versatile musicians, fully-equipped for exciting futures both on and off stage.

Our Undergraduate School includes the Bachelor of Music with Honours and the ground-breaking Bachelor of Music with Honours in Popular Music - the UK's first four-year degree in this subject. Both programmes offer students the flexibility to create bespoke packages that fully support their career aspirations. They also complement degrees within our Graduate School, which provides a stimulating environment for advanced studies in performance (including conducting), composition, musicology, music psychology, and music education.

Additionally, we're home to Junior RNCM, our Saturday school for eight to 18-year-olds, and deliver an award-winning programme of free and subsidised projects for children and young people across the North West.

What it's like to work here

Our vibrant and creative community of academic and professional services staff work together to ensure that the RNCM remains a destination of choice for talented young musicians worldwide.

Friendly, collaborative and supportive, we proudly promote an inclusive and equitable working culture, offering family-friendly policies and regular opportunities for personal and professional development.

As a small specialist organisation, the staff voice is very important to us and there are numerous opportunities for colleagues to get involved in RNCM life throughout the year via our active staff engagement programme. We also have a Wellbeing Hub for staff and students, and are a Disability Confident Employer. If you feel there are adjustments that could be made to support you if invited to attend an interview, or if you join us as an employee, please get in touch via recruitment@rncm.ac.uk.

The Department

The team operates across the RNCM's Café and Bar and delivers the RNCM'S conferencing services to both internal and external clients.

Staff Benefits

Annual leave
Minimum of 25 days (increasing to 30 days after 5 years' service and 33 days after 20 years' service) plus 8 bank holidays and closure days between Christmas and New Year.

Working hours
35 hours per week for a full-time role

Flexibility
Offered through formal flexible working (part-time, job-share, term time only, compressed hours, annualised hours and flexibility of working pattern depending on the role). Where roles are suitable we also offer blended working with a minimum of 2 days in RNCM and 3 days from home.

Family friendly policies
Enhanced maternity and paternity pay above statutory payments.

Pensions
GMPF (Greater Manchester Pension Fund) for Professional Services staff and Teachers' Pensions Scheme or USS for Academic staff. RNCM tops up pensions via an employers' contribution, adding to your pension pot.

Employee Assistance Programme
All staff can get free and confidential advice from Health Assured. The service is open 24 hours per day, 365 days per year, by telephone or via the web for staff support (mental health, physical health, counselling etc.) as well as general support such as financial, benefits or housing advice.

Eye Tests
Staff are offered a free eye test and a contribution towards glasses where they are required for display equipment work.

Events
Staff can book one free or discounted ticket to most RNCM promoted events.

Professional Development
The RNCM is committed to the supporting training and professional development for all members of staff and a range of opportunities are available.

Travel
We have on-site parking at a reasonable cost, loans for season tickets and offer a cycle to work scheme (savings on the cost of a new bicycle and associated safety equipment by providing vouchers taken out of your salary before tax).

Staff Discounts
Staff discounts are available across the RNCM Food and Drink range, including hot drinks, cakes and snacks in the Café, as well as alcoholic and soft drinks from the Bar. You can make your savings go even further by earning loyalty points and accessing exclusive food and drink

offers through the free RNCM Food and Drink app, available to download from your app store. You can also have a discounted pay-as-you go swim rate per swim at the Manchester Aquatics centre just across the road. You are also eligible to get a Totum student discount card to get money off your favourite things all along the high street

Staff Wellbeing

Our Staff Wellbeing Hub provides information, support, training and social/networking activities so you can get to meet other staff (important in a blended working environment).

Staff Voice

The views of our staff are very important. We have a staff engagement programme and we involve staff in much of our decisions/policy-making. In our latest staff satisfaction survey 98% of staff were satisfied to work at the RNCM.

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