

**JOB DESCRIPTION:      CHEF DE PARTIE**

**CONTEXT**

**Filmhouse (Edinburgh) Ltd. is the new company (with charitable status) that will run the reopened Filmhouse cinema as an independent entity;** this represents the start-up of a new organisation (distinct from the entity that ran Filmhouse on the same site from 1979 to 2022).

Prior to opening, the organisation's staff will be recruited in stages as appropriate to the timing of a launch campaign > soft launch > and full opening.

Filmhouse is regarded as a key cultural institution in the City of Edinburgh and as such is funded by the City of Edinburgh Council (CEC) (primarily to deliver a learning and engagement programme) and by Screen Scotland/Creative Scotland via Multi-Year Funding.

**Our vision:** Filmhouse Bar is a place where film and hospitality come together to create a distinctive experience. We believe that a memorable movie outing is enriched by thoughtfully prepared food and drink, which is why we offer a curated menu that reflects the essence of our local culture through small-plate dining. Each dish is crafted with care, showcasing seasonal ingredients and traditional flavours. We collaborate with local breweries and distilleries, offering a selection of craft beers and artisanal spirits that represent the character and quality of our community. We also place a strong emphasis on non-alcoholic drink options, with a thoughtful selection of beer, spirits and other refreshing beverages to ensure everyone feels welcome and included.

**Our purpose** is to connect people with film as a life-enriching art form and leisure activity by curating and presenting a highly diverse and culturally inclusive public programme of films and events, and through formal and informal learning and outreach. As a hub for cinema, we offer an anchor for Edinburgh's and Scotland's film culture by providing a home for film lovers and the film-curious; by enabling like-minded partners, and an array of film festivals; and by showcasing work by local filmmakers and students as well as developing and maintaining specialist professional skills and infrastructure. Filmhouse brings value to the community by being a space where people can connect with one another through shared experience of film, in a setting that is financially accessible for audiences.

The Bar extends this spirit of connection, offering guests the chance to continue their shared experience over thoughtfully prepared small plates and sharing boards. Supporting independent art goes beyond film, with a commitment to championing local breweries, distilleries and producers wherever possible.

After significant progress in fundraising and planning, we are now underway with a major renovation of the premises at 88 Lothian Road, with a view to re-opening the cinema in June 2025.

Filmhouse aims to create a diverse and inclusive workplace, and we are committed to building a team that reflects a wide variety of skills, perspectives and backgrounds. We are an equal opportunities employer and encourage applications regardless of age, sex, gender identity, sexual orientation, gender reassignment, marital status, pregnancy, parenthood, religion or belief and disability. If you require any reasonable adjustments in our recruitment process, please let us know. Filmhouse is committed to the Fair Work principles.

**Job Title:** Chef de Partie

**Salary:** £13.50 per hour.

**Hours:** Full time, including daytime, evening and weekend work as required for the proper performance of the role. Normal hours of work will be 37.5 per week with a daily unpaid lunch break of 30 minutes.

**Leave:** 31 days each year including bank and public holidays, which can be taken at any point.

**Based at:** Filmhouse, 88 Lothian Road, Edinburgh, EH3 9BZ.

**Reports and Relationships.**

Reporting to: Head Chef

Direct relationship: Food & Beverage Manager. Informative relationship with other managers and staff.

**Job Summary.**

Skilled and reliable Chef de Partie with a strong foundation in managing a designated kitchen section, preparing for service, and maintaining high culinary standards. Experienced in organising mise en place, executing dishes with consistency and quality, and ensuring all records and compliance documentation are accurately maintained. A proactive team player who collaborates effectively with team members and supports the Head Chef to deliver a smooth and efficient service. Committed to continuous improvement, food safety, and exceeding guest expectations.

**Purpose of role.**

- Take responsibility for the preparation, cooking, and presentation of dishes within a designated section.
- Ensure all mise en place is completed to a high standard ahead of each service.
- Maintain accurate records related to food safety, hygiene, temperature checks, and stock control.
- Work collaboratively with the kitchen team to ensure smooth and efficient service delivery.
- Uphold food quality, portion control, and presentation standards in line with kitchen guidelines.
- Support junior team members through guidance and training as needed.
- Communicate effectively with senior chefs to coordinate service and adapt to any changes.
- Contribute to maintaining a clean, organised, and compliant kitchen environment.
- Assist in managing inventory and reducing waste through careful planning and preparation.
- Demonstrate flexibility and reliability in supporting other sections when required.

**Responsibilities.**

- Oversee and manage a specific section of the kitchen during service.
- Prepare, cook, and present dishes to the required standards consistently.
- Ensure all mise en place is completed efficiently and to specification before each service.
- Monitor stock levels, report shortages, and assist in stock rotation to minimise waste.
- Maintain up-to-date records for food safety, hygiene checks, and temperature logs.
- Adhere to all health, safety, and hygiene regulations, always ensuring compliance.
- Work closely with other chefs and kitchen staff to ensure a smooth and coordinated service.
- Keep workstations clean, organised, and compliant with kitchen procedures.
- Communicate clearly with the Head Chef regarding section needs, prep requirements and service flow.

**Required Skills & Experience****Essential**

- Experience in a similar kitchen environment preferred
- Understanding of food safety (Level 2 Certificate)
- Good communication skills and the ability to work under pressure
- Strong attention to detail and time management
- Passion for food and willingness to learn
- Positive attitude and a team player

**Profile**

- Innovative thinker.
- Effective communicator.
- Team-oriented.