



## **JOB DESCRIPTION**

**Job Title:** Private Chef  
**Reporting to:** Head Butler  
The Duke and Duchess of Devonshire  
**Direct Reports:** Assistant Private Cook

### **Purpose of Post:**

To produce very high quality fresh food appropriate to the needs of the private household and their guests, whilst also ensuring smooth and efficient running of the kitchen.

### **Main duties and responsibilities:**

- Ensure smooth and efficient operating of the private kitchen, liaising regularly with the Private Household Manager, Butlers, Secretaries, Head Housekeepers and Assistant Cook.
- Manage and work closely with the Assistant Cook, arranging a suitable rota of work depending on the needs of the household.
- Organise additional casual staff to assist in the kitchen depending on the scale of events.
- Be able to prepare and produce all types of food depending on the needs of the household and their guests, including but not limited to; cooked breakfasts, lunches, afternoon teas, simple family and children's suppers to high profile fine dining, occasionally for large numbers.
- Arrange the ordering of supplies from reputable sources as required and ensure an adequate stock of provisions.
- Control and be accountable for the private kitchen budget.
- Create procedures to ensure that all foodstuffs are stored appropriately and that an efficient stock rotation system exists to avoid risk of contamination and minimise waste.
- Ensure that all waste is disposed of in an appropriate, environmentally friendly manner.
- Ensure a high standard of hygiene throughout the kitchen and storage areas, in line with current legislation and in-house best practice.
- Be accountable for all HACCP and COSHH procedures and ensure these are carried out, monitored and recorded correctly throughout the kitchen.

- Ensure all staff working in the kitchen wear the appropriate safety protection clothing provided, as required, at all times.
- Have a thorough knowledge and understanding of all emergency procedures; involving vigilant observation on all matters concerning safety (particularly fire hazards) and security, and an awareness of relevant reporting procedures. Assisting with evacuating kitchen and surrounding area as required.
- Be willing to provide first aid in an emergency; obtaining and keeping up-to-date first aid at work certificates.
- Travel to other residences of the Duke and Duchess of Devonshire as required, including but not limited to Bolton Abbey during the month of August.

This is a description of your duties and responsibilities at the present time, however, this is not an exhaustive list and other duties may be required in line with the current and future needs of the business.

**Personal skills and abilities:**

- Experienced chef, preferably with comparable private household experience.
- Good communication skills, personable.
- Awareness of the need for discretion and confidentiality.
- Able to work methodically and respond to the needs of the family and guests in an unobtrusive manner.
- Adaptability and the willingness to work unsociable hours to meet the requirements of the private household.
- Basic IT skills; conversant with Microsoft Office packages.
- Driving Licence and use of own car is essential due to rural location.