

## Unit 303: Contribute to business success

### Handout 2: Chef de partie responsibilities to demonstrate legislative compliance

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A chef de partie will be required to demonstrate legislative compliance for their section and this will include:

#### Food safety

Food safety legislation places responsibilities on the employer and the employee. In each case it is vital that these responsibilities are undertaken with the importance due to them. It is these responsibilities that provide the backbone of food safety practices carried out by businesses to meet the legislative requirements of food law. In both cases the employer and employee must ensure compliance with the necessary food safety legislation.

Compliance with relevant food safety legislation is achieved through a mixture of activities, including:

- Correctly scoping and implementing the seven principles of HACCP.
- Record-keeping of temperature controls, delivery records, sickness records, supplier records, etc.
- Written documentation, including the recruitment process, training, safe systems of work, reporting procedures, etc.
- Only using reputable suppliers to source goods.

In all cases where the food business and its employees comply with legislation, policies and procedures, this will allow them to provide evidence of due diligence in the criminal or civil courts.

The chef de partie must ensure their team:

- Comply with the law
- Follow good personal hygiene practices
- Report any illness to their line managers
- Follow instructions and comply with the business' policies and procedures
- Attend any instruction or training provided
- Report any errors/omissions in their employer's policies, practices and procedures.

Records that a chef de partie food must keep up to date include:

- Choice of supplier (audits)
- HACCP documentation
- Delivery and waste records
- Temperature records
- Maintenance and cleaning schedules
- Training records
- Pest control.

Keeping records will allow a business to prove that due diligence is practiced. Monitoring and reviews are conducted with the appropriate corrective actions.

### **Equipment**

A documented process to demonstrate the correct functioning of all equipment and its compliance with hygiene needs. Usage of equipment and correct process is recorded to include training completed with individual members of the team.

### **Maintenance and building schedule**

Shows commitment to ongoing monitoring of equipment and its correct performance. Building maintenance is also important to control contamination through faulty components e.g. leaky roof and control pest access to premises and ensure sufficient ventilation.

### **Supervision**

Clear records of supervision of processes used to ensure operational compliance throughout preparation of food items by staff and quality controls must be completed. This includes meeting notes and continuous improvement processes as well as a clear record management pathway and reference guide. Any shortfalls or breaches of compliance or monitoring must be addressed.

### **Instruction and training**

All businesses subject to a food safety plans must show records of training. The chef de partie has responsibilities for completing training records and providing training updates for the team to demonstrate compliance.

### **Cleaning schedules**

These must be implemented and records kept as part of the HACCP programme.

### **Waste disposal**

A documented process is part of the HACCP programme, outlining the process and components to ensure correct waste disposal. Key issue is contamination and pest control.

### **PPE**

Demonstrate the use of PPE to limit contamination and is part of records e.g. use of mask for facial hair.

### **Reporting**

The chef de partie has a duty to report any shortfalls or incorrect processes and procedures that jeopardise compliance.

Examples are:

- Non-compliance of staff members with processes
- Non-compliance with facilities and infrastructure e.g. hand washing area, sinks, garbage area
- Non-compliance with processes e.g. incorrect cleaning of equipment
- Non-compliance with suppliers e.g. deliveries do not comply with packaging or temperature.