

Job Title: Senior Chef de Partiè / Junior Sous Chef

Direct Supervisory Responsibility for: Chef de Parties', Commis Chef's, Trainee Chefs, Kitchen Assistants and Kitchen Porters.

Indirect Supervisory Responsibility for: Stock Controller, Delivery Supplier personnel, contract workers.

Important Functional Relationships:

Internal: M.D, Head of Operations, Health & Safety Manager, Restaurant & Bar Manager & Team, Conference & Banqueting Manager & Team, Sales & Marketing Personnel.

External: Service & Equipment contractors, suppliers of goods and services, guests and members of the public.

Reports to: Head Chef, Senior Sous Chef

Main Purpose of Job:

To be responsible for working alongside head chef & Senior Sous Chef to manage daily kitchen activities, including overseeing staff, aiding with menu preparation, ensuring food quality and freshness, and monitoring ordering and stocking.

To provide meal quality and consistency by following designated recipes and contribute to menus.

To contribute to identifying chefs with talent, training and developing.

To be responsible and accountable for running the kitchen in the head chef's or Senior Sous Chef's absence.

The position requires a flexible approach to a variety of shift patterns and includes breakfast shifts and weekend shifts. This position also requires a flexible approach to cover during periods of staff shortfalls.

Main Responsibilities / Key Accountabilities:

- To undertake duties as set you by the head Chef or Management.
- To actively be an integral part of the Kitchen Management team with the Head Chef and Senior Sous Chef.
- To operate and participate in the efficient smooth running of the Kitchen.
- To prepare, cook and present for service any meals required to the standards set by the Head Chef and management.
- Work and co-operate with other supervisors to ensure that any foods being served to our customers is to the laid down standards.
- In the absence of the Head Chef and Senior Sous Chef be accountable for the smooth running of the kitchen, including the preparation, cooking and presentation of all foods to the agreed standards.
- Keep an overall check on the accuracy of standards of all food deliveries.
- To ensure that all statutory elements of health and hygiene are adhered to and maintain the premises in a safe and healthy condition and to a high standard.
- To monitor the safe storage and control of any potentially harmful materials and chemicals used within the department and ensure that such materials are appropriately marked and signposted.
- To be responsible for all aspects of the departments risk management, including ensuring all necessary risk assessments are completed and the necessary checks are in place to meet all audit requirements in the absence of the Head Chef or Senior Sous Chef.
- To be responsible for ensuring the safe and efficient operation of all kitchen equipment.

- To be aware of and adhere to applicable hotel rules, regulations, legislation and procedures, national legislation (Health and Safety, COSHH, Data Protection).
- To maintain confidentiality of information acquired in the course of undertaking duties for the hotel.
- To be responsible for your own continuing self-development, undertaking training as appropriate.
- To undertake other duties appropriate to the post as required.

Planning and Organisation:

- To order foods and other associated products of the correct standard and quantity for the level of business at the time.
- To be responsible for the ordering and checking of invoices and supplies in the absence of the Head Chef or as directed.
- To have an active part in Menu compilation in line with the policies and standards of the Hotel.
- To comply with agreed G.P in relation to preparation of individual dishes & menus.
- To assist the head chef in his absence to ensure appropriate staffing levels and deployment of staff to meet the needs of the business. To cover ad-hoc shortfalls in staffing levels.

Decision Making and Use of Judgement:

- To be the main link with contracting staff in contributing to specifications, monitoring and reviewing of all major contracts and service agreements.

Essential Internal and External Relationships:

- Create and promote a good working atmosphere in the kitchens and within other departments.
- To assist the Head Chef in promoting and maintaining good relationships with suppliers.
- To attend hotel management meetings and driver meetings in the absence of the Head Chef and Senior Sous or as directed.

EMPLOYEE SPECIFICATION

POST TITLE: Senior Chef de Partiè / Junior Sous Chef

DEPARTMENT: F&B / Kitchen

	Essential	Desirable	How Identified
SKILLS:	Strong Organisational Skills Attention to Detail Leadership, Management Positivity Ability to Work Under Pressure Self-Motivated Creative Problem-Solving Skills Strong Verbal and Written Communication Skills Exceptional Customer-Service Skills Accuracy and speed in handling emergency situations and providing solutions	Ability to drive change Ability to influence people who are not part of your team Good IT skills including knowledge of Microsoft Office Excel and Word	Reference's Aptitude testing Practical assessment
EDUCATION / KNOWLEDGE:	City & Guilds diplomas in professional cookery BTEC HND in professional cookery A foundation degree in culinary arts Health and safety certificate food hygiene certificate – level 2 Understanding of various cooking methods, ingredients, equipment and procedures Food and Beverage Knowledge Restaurant Industry Knowledge Knowledge of Restaurant Regulations Familiar with industry's best practices	food hygiene certificate – level 3 Up to date First Aid at Work Qualification	Certificates
EXPERIENCE:	Minimum 3 yrs. practical experience Experience of managing all sections Excellent record of kitchen and staff management Previous function experience	Minimum 5 yrs. practical experience Previous Kitchen Deputy Management Experience Experience of compiling menu's	Reference's Verification of employment history

