

## Job Description

**Job Title:** Chef de Partie

**Post Reference No:** CDP/05/22

**Salary :** £23,227 per annum

**Hours :** Full Time : 37.5 hours per week

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

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

### Important Functional Relationships:

**Internal:** M.D, Hotel Manager, Health & Safety Manager, Restaurant & Bar Manager & Team, Conference & Events Manager & Team.

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

**Reports to:** Head Chef, Senior Sous Chef, Sous Chef

### Main Purpose of Job:

To provide excellent back up to the 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 in the absence of the Head Chef and Senior Chefs.

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

To take an active part in the training & development of Commis Chef's, Trainee Chefs & Kitchen Assistants.

To be responsible and accountable for running the kitchen in the Head Chef's or Senior Sous Chef's absence during the shift.

The position requires a flexible approach to a variety of shift patterns and includes breakfast shifts and weekend shifts.

### 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 team.
- 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 Senior Chefs 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 during short periods 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 comply with 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 and cleaning are completed 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 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.

#### **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.

## EMPLOYEE SPECIFICATION

POST TITLE: Chef de Partiè

DEPARTMENT: F&B / Kitchen

	Essential	Desirable	How Identified
<b>SKILLS:</b>	<ul style="list-style-type: none"> <li>Good Organisational Skills</li> <li>Attention to Detail</li> <li>Leadership</li> <li>Positivity</li> <li>Ability to Work Under Pressure</li> <li>Self-Motivated</li> <li>Problem solving skills</li> <li>Good Verbal and Written Communication Skills</li> <li>Exceptional Customer-Service Skills</li> </ul>	<ul style="list-style-type: none"> <li>Strong Organisational Skills</li> <li>Ability to drive change</li> <li>Ability to influence people who are not part of your team</li> <li>Creative Problem-Solving Skills</li> <li>Accuracy and speed in handling emergency situations and providing solutions</li> </ul>	<ul style="list-style-type: none"> <li>Reference's</li> <li>Aptitude testing</li> <li>Practical assessment</li> </ul>
<b>EDUCATION / KNOWLEDGE:</b>	<ul style="list-style-type: none"> <li>City &amp; Guilds diplomas in professional cookery</li> <li>BTEC HND in professional cookery</li> <li>Health and safety certificate</li> <li>food hygiene certificate – level 2</li> <li>Understanding of various cooking methods, ingredients, equipment and procedures</li> </ul>	<ul style="list-style-type: none"> <li>Food hygiene certificate – level 3</li> <li>Up to date First Aid at Work Qualification</li> <li>Food and Beverage Knowledge</li> <li>Restaurant Industry Knowledge</li> <li>Knowledge of Restaurant Regulations</li> <li>Familiar with industry's best practices</li> </ul>	<ul style="list-style-type: none"> <li>Certificates</li> </ul>
<b>EXPERIENCE:</b>	<ul style="list-style-type: none"> <li>Minimum 3 yrs. practical experience</li> <li>Experience of working all sections</li> </ul>	<ul style="list-style-type: none"> <li>Previous Hospitality Experience</li> <li>Previous Function Experience</li> </ul>	<ul style="list-style-type: none"> <li>Reference's</li> <li>Verification of employment history</li> </ul>