



JOB DESCRIPTION

JOB TITLE: Chef de Partie

REPORTING TO: Head Chef

WORKING HOURS: Various shifts, over a minimum of 40 hours per week on a varying rota, which includes weekends and night shifts with flexibility to provide service and contact at varying times dependant upon the needs of the business. Hours worked beyond a normal working week will not be entitled to receive additional pay or time off in lieu with the exception of working on public holiday.

MAIN FUNCTIONS OF THE JOB:

To prepare and produce food to the highest standard in a prompt and timely manner while following the specifications given by Senior Kitchen staff. To supervise and control the work of the Commis Chef.

NOTE: In addition to the duties and responsibilities listed the job holder is required to perform such other duties as may be assigned by management from time to time.

MAIN DUTIES

- Report promptly for duty suitably dressed in clean chef uniform.
- Ensure that punctuality is kept at all times.
- To prepare and produce food to the highest standard and specifications given by Senior Kitchen staff.
- To manage the kitchen when you are the most senior person on shift.
- Liaise with the Head Chef and Executive Chef to obtain a supply of stocks and stores according to menu requirements.
- To check stock rotation and proper storage of cooked and uncooked food.
- To keep his/her section always tidy and clean.
- To adhere strictly to the food hygiene regulation.
- To adhere strictly to the Health and Safety regulations.
- To ensure that all mis en place is kept tidy, fresh and properly stocked as required.
- To fill in any position required by Head Chef and Executive Chef.
- To check, prepare and supervise preparation of food, to the highest standards set by the company.
- To motivate and train junior staff members while on the job.
- To report any fault of equipment immediately to Executive Chef or Head Chef.
- To ensure complete confidentiality relating to all matters concerning the Company.
- To lead by example in relation to displaying the four key behaviours of the Customer Service model.

- To ensure that all areas of the kitchen are maintained to a high standard at all times and ensure any maintenance requirements are reported and promptly actioned.

ESSENTIAL SKILLS:

- Pro-active attitude with the ability to work unsupervised.
- Experience working in a commercial kitchen.
- Ability to motivate junior team members.
- High level of flexibility with the role and working hours.
- Qualification in Food Safety.
- Knowledge of the Club & Company Health & Safety and Hygiene procedures.
- Good communication skills with peers and superiors and other departments.
- Able to communicate in clear and concise English.
- Organised and methodical.
- Upbeat and positive attitude.
- A high level of personal integrity
- A strong work ethic with a passion for exceeding expectations
- Show respect and appreciation to all
- Encourage and contribute toward a culture that supports everyone to be the best that they can be.

I have received a copy of this job description and fully understand the requirements and activities listed within.

Signed

Date
