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H A M P S H I R E

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Job Description – Chef de Partie

Department: Food & Beverage
Line of Responsibility: Head Chef
Other Reporting Managers: F&B Manager, Hotel Manager

Job Purpose

- To assist the Head Chef and Sous Chef in the general organisation of the kitchen and to participate in all aspects of food preparation, cooking and presentation, maintaining cleanliness, timeliness of service, hygiene and safety standards.
- To aim to create a unique culinary experience for all customers.
- To train and oversee junior kitchen staff.

Duties & Responsibilities

Administrative:

- Order supplies together and in the absence of the Head Chef and Sous Chef in view of quality standards and cost control targets.
- Contribute ideas to the planning and development of menus.
- Organise sections of the kitchen and allocate work to ensure prompt and timely delivery of services.

Kitchen:

- Ensure all food complies with consistently highest standards of quality, taste and presentation.
- Oversee and participate in the preparation, cooking and presentation of breakfast, lunch, dinner, snacks, room service and other meals for clients, including VIP guests, groups and conference delegates.
- Source new recipes and contribute ideas to the development of new menus.
- Ensure that all meals are served in a timely and professional manner.
- Monitor the implementation of standards and procedures in the kitchen.
- Identify training needs and conduct necessary training.
- Actively assist in developing and updating of junior staff's cooking skills and overall knowledge of the job.
- Assist the Head Chef and Sous Chef in exercising effective stock and waste control.
- Assist in maintaining optimum levels of kitchen inventory.
- Ensure that all kitchen equipment is in good working order and complying with safety standards.

Staff:

- Establish and monitor effective employee relations and promote teamwork.
- Maintain appropriate standards of conduct, dress, hygiene, uniforms and appearance of all kitchen staff.
- Carry out regular demonstrations/training sessions and conduct on-the-job training on a day-to-day basis.

General:

- Ensure effective communications with other departments.
- Be fully conversant with the systems and any other computer and information systems the Company uses
- Attend any meetings or training sessions or courses as required.
- Assist fellow employees to perform similar or related jobs as and when necessary.
- Accept changes or additions in work hours, which are necessary for the maintenance of uninterrupted service to hotel guests.
- Continuously endeavour to improve customer service and knowledge of the job within the department.
- Undertake any reasonable request made by a member of management.
- To liaise with the Front of House Manager in order to organise cross/multi skilled training.
- Assist the reception team where necessary.
- Adhere to company Grooming Standard requirements.

Health and Safety:

- Use correctly cleaning supplies and equipment.
- Maintain the working environment clean, tidy and free of hazards.
- Use appropriate signage in the process of cleaning e.g. Wet Floor, Cleaning in Progress, etc.
- Report immediately all potential and real hazards.
- Be fully conversant with all departmental manual handling, fire, emergency and BOMB procedures.
- Be able to respond properly to any hotel emergency or safety situation.
- Work in a manner, which is safe and unlikely to give risk of harm or injury to oneself or others.
- Ensure the security and safety of guests and staff are observed and guarded at all times.
- Identify any issues in terms of Health and Safety and report to the Head Chef.
- To observe and implement procedures of dealing with emergency situations, fire prevention, Health and Safety and dealing with suspicious packages.
- Maintain personal cleanliness and hygiene to meet required standards.
- Work in a manner, which is safe and unlikely to give risk of harm or injury.
- Report any real and potential hazard and accidents in the workplace to the Management.
- Report illnesses and infections in accordance with laid down procedures
- Comply with all procedures about the use of perfume, cosmetics and wearing of jewellery.

To be fully conversant with:

- Cooking methods and techniques.
- Fire prevention procedures.
- Health and Safety policy and emergency procedures.
- Food Safety Act and Food Hygiene regulations.
- Health & Safety at work requirements.
- Current marketing promotions.