



Position Title:	Chef De Partie
Department:	Kitchen
Reports To:	Hotel Manager, Executive Chef/Head Chef and Sous Chef
Job Family:	Supervisor/Specialist

Purpose
Provide exceptional guest experiences by embracing The Hotel Britomart philosophy. Be responsible for the outlet(s) in the absence of the Head Chef or Sous Chef. Manage the kitchen/a section of the kitchen, ensuring that all food standards, preparation, presentation, and cooking techniques are carried out according to recipes and departmental policies and procedures. Maintain strict hygiene and safety procedures.

Key Relationships	
Internal	All Senior Managers/Kitchen Team/ Food & Beverage/ Conference & Events
External	Customers, potential customers, visitors, vendors, and contractors
Direct Report	Kitchen Hand, Apprentice, Commis Chef, Demi Chef and Kitchen Hand

Duties and Responsibilities
• Maintain a clean and tidy work environment, observing council regulations for food handling and storage at all times. • Maintain excellent food presentation standards that are in line with hotel expectations. • Ensure preparation of mise en place items for readiness of current and proceeding shift. • Prepare and cook all food orders including non-menu items as appropriate with a sense of urgency whilst ensuring quality and presentation is maintained. • Liaise with F&B service team members regarding the availability of menu items, additions, and any changes to the menu. • Ensure par levels of dry goods are maintained. • Ensure all food produced is in line with kitchen recipes and standards. • Ensure service in the kitchen is consistently fast and efficient and report all matters to the senior chef. • Organise your assigned section/outlet and ensure it runs efficiently and productively. • Familiarise yourself with the other kitchen sections to ensure flexibility and productivity. • Monitor and control food wastage, maintaining a close eye on portion size and assist with food cost. • Inspect all food items delivered to the Kitchen to ensure the highest of produce is received. • Check all food is stored and handled as per current food health and hygiene regulations. • Ensure work area and equipment is kept clean at all times and in line with current hygiene regulations. • Assist with the implementation and maintenance of programs to ensure high standards of cleanliness and organisation within the kitchen and related outlets. • Assist in stocktake if required. • Monitor and analyse guest feedback and ensure that value for money is maintained, at the same time exceeding guest's expectations. • Work with the Executive Chef/Head Chef and F&B Manager to resolve any guest complaints regarding the quality of food. • Maintain immaculate presentation and grooming, wearing designated uniform and name badge at all times. • Lead team members by setting a positive example. Instruct, train, and develop junior chefs. • Supervise all team members within your area of responsibility including kitchen hands. • Monitor grooming and presentation of all team members to ensure standards of personal hygiene meets council and hotel requirements.



- Maintain all lines of communication within food and beverage and across all other departments.
- Be available to assist in other outlets, sections, or sister properties as required.
- Attend general or department training sessions and/or meetings as appropriate.
- Put into practice in the business all Hotel Britomart training that has been complete.
- Participate in scheduled training and development programs provided by the hotel to improve self and department standards and attend departmental meetings as required.
- Assist with all kitchen orientation and on job training for all new junior chefs and kitchen hands.
- Keep abreast of current culinary trends in the market and show your creative flair by suggesting menu concepts and dishes.
- Ensure the company code of conduct and team handbook are adhered to.
- Understand relevant departmental policies and procedures, and abide by these guidelines at all times.
- Ensure HACCP policies and procedures are followed.
- Ensure standards and procedures of the department are effectively communicated with the team.
- Maintain a tidy, clean and orderly appearance in all areas.
- Have a full understanding of emergency procedures.
- Understand The Hotel Britomart Work Health & Safety policies and procedures and abide by them at all times.
- Ensure all Work Health & Safety procedures are adhered to within the Department.
- Report Hazards, near misses and accidents at the workplace immediately.
- Ensure security procedures for stores, cash, premises, team members, equipment and chemicals is implemented and maintained in accordance with The Hotel Britomart policies and procedures.
- Ensure guest security and privacy is maintained at all times.

Qualifications

- A food handler's certificate/food safety certificate.
- Possess appropriate Industry Trade Qualification or completion of Commercial Cookery qualification.

Education/Experience

- Minimum 3-4 years' experience within a similar position of similar size and scope.
- Effective communication skills, both written and verbal.
- Works under pressure without negative impact.
- Demonstrates hygienic work practices.
- Proven understanding of the hospitality/tourism industry.
- Works under pressure without negative impact.
- Record keeping and administration skills.
- Proven supervisory skills.
- Occupational Health & Safety qualifications/skills.

Physical Requirements

- Frequent use of both hands for continuous grasping and use of fine motor skills
- Frequent movement due to other manual tasks (i.e., squatting / kneeling / reaching / pushing. Etc)
- Constant standing & walking on various finished surfaces, including ascending and descending staircases.
- Frequent lifting and moving of objects up to 20 kgs. A visual risk assessment should be completed prior to single person lifting.
- Moving or lifting objects over 20 kgs or objects of an awkward nature must be a two person lift or aided by an appropriate manual handling lifting / moving device.



Acknowledgement

To summarise, it is not the intent by way of this Position Description to limit the flexibility required, scope, or responsibilities of this role, but to highlight the most important aspects of your position.

I acknowledge that I have read and understand the above Position Description and agree to carry out all duties as described to the performance standards required.

Team Member Signature: _____

Team Member Name: _____

Date: _____