

JOB DESCRIPTION

JOB TITLE:	Chef de Partie
NAME OF JOBHOLDER:	
REPORTS TO (TITLE):	Head Chef
OFFICE/HO DEPT:	Conference and Events/Operations
DATE:	March 2019

1. MAIN PURPOSE OF JOB (one statement explaining the job's overall objective)

- To ensure the smooth running of functions or satellite kitchens and demonstrate high levels of service to our customers
- Day to day running of events and functions
- General food production and preparation

2. JOB SPECIFIC TASKS (the major end results the job is expected to achieve)

- Responsible for day to day running of any given section or satellite kitchen
- Ensure consistency of food quality, preparation and presentation
- Maintaining the cleanliness, stock control, organisation and standards within the section or kitchen
- On a daily basis advising and updating on stock and assisting with ordering where appropriate
- Training and liaising with casual and agency staff
- Ensure all staff adhere to the personal presentation policy
- Carry out any other reasonable request as directed by the Head Chef

Financial

- Oversee the monitoring and control of stocks to ensure security, stock rotation

Inter Departmental Communication

- Attend Club Operations Meeting if required
- Deputise for Sous Chef and communicate with Head Chef
- Ensure open and effective communications between departments within the Club and in particular the Sales Co-ordinators

Health & Safety

- To be aware of, and comply with, safe working practises as laid down under the Health and Safety at Work Act 1974 and Company H&S Manual, as applicable to your place of work
- Report any hazards and defects in the building or with equipment to the maintenance department and Head Chef
- Record and follow up on any accidents that take place within the Kitchens and event spaces

Personal

- Monitor appearance, work standards and social skills of staff
- Provide training where necessary and follow up on all job training given
- Maintain effective communication with guests
- Determine the most efficient standards of service
- Attend any training as required
- Ensure due diligence in performance of duties
- Ensure the highest standards of grooming are maintained

3. KNOWLEDGE/EXPERIENCE/SKILLS NEEDED (the expertise needed to perform the job to the required standard)

- At least 2 years' experience as a Chef de Partie
- A commercial understanding of event catering
- Commitment to delivering a high level of customer service.
- Experience of leading others and delegating work as necessary
- Excellent grooming standards.
- Able to work unsupervised when necessary.

4. ASSIGNMENT AND PLANNING OF WORK

(from where and how the jobholder's work arises)

AGREED AND SIGNED BY:**JOBHOLDER:****MANAGER:****DATE:****DATE TO BE REVIEWED:**