



Job Description

Job Title: Chef de Partie

Reports to: Head Chef

1. Job Purpose

To ensure all food is prepared and cooked to the highest standard, to report to the Head Chef and supervise all kitchen staff to ensure a high level of customer care, quality and cost control is achieved.

2. Job duties

Finance

- To ensure goods are purchased following company guidelines and represent best value
- To be responsible for ordering and checking of all stock ordered

Customer

- To ensure any guest issues are addressed immediately and resolved in a manner which exceeds the customers' expectations.

Staff

- To ensure that all staff are following correct company standards and procedures as per their employee handbook.
- Ensure all relevant HR procedures (including all paperwork) are followed and staff receive the required training to conduct their role to the highest standard
- To ensure all Health & Safety training is carried out and adhered to
- Ensure all kitchen staff are aware of hazardous products as per COSHH guidelines

- To ensure all staff are aware of all relevant emergency and evacuation procedures
- To maintain good communication, conduct, discipline and motivation within the department
- To liaise closely with other departments with regards to the rooming issues, maintenance and reception

Business Process

- To ensure that all company standards and procedures are followed as per employee handbook
- To ensure all cleaning equipment is maintained to the highest standard of efficiency and safety
- To be aware of all relevant emergency and evacuation procedures
- To monitor stock level standards, cost and efficiency of service

Corporate and Social Responsibility

- All staff have a statutory responsibility to take reasonable care of themselves, others and the environment and to prevent harm by their acts or omissions. All staff are therefore required to adhere to Imago's Health, Safety and Environmental Policies and Procedures

Other Related Activities and Functions

- To ensure that the quality of service and performance is maintained to the highest standard
- To undertake such other duties as may be reasonably requested with the nature and level of the business requirements
- All duties must be carried out in a manner that supports Imago's commitment to equality and diversity
- The post holder may be required to work outside of normal contracted hours if necessitated by the exigencies of the business
- The purpose of the job description is to indicate the general level of duties and responsibility of the post. The detailed duties may vary from time to time without changing the general character or level of responsibility entailed
- All duties must be carried out in accordance with relevant Health and Safety legislation and Imago's policies and procedures

The above is designed to help you in the understanding of your role and is not intended to be a definitive list of your duties as flexibility in meeting company and guests' needs is required by all employees.

I confirm that I have read and agreed this job description which explains the main duties of my job.

Signed: _____ (job holder)

Print name: _____

Date: _____

Job Specification

Job Title: Chef de Partie

Department / Section: The Link Hotel

	Essential	Desirable
Experience	<p>Previous experience of working in a busy and under pressure kitchen</p> <p>Previous experience of working in a customer focused environment</p> <p>Basic food hygiene</p> <p>Basic hotel knowledge</p> <p>Basic knowledge of stock ordering</p>	<p>Minimum of 3 years' experience in a similar standard kitchen</p> <p>Intermediate Food Hygiene</p>
Skills and Abilities	<p>To be able to work accurately to tight deadlines</p> <p>Organisational and time management skills</p> <p>Discretion and confidentiality</p> <p>Ability to work on own initiative and make appropriate decisions</p> <p>Self-motivated</p>	
Education/Qualifications	<p>GCSE or equivalent English and Mathematics – C Grade and above</p> <p>NVQ Level 2 in food preparation and cooking</p> <p>Computer literate – keyboard skills and familiar with Microsoft office software and email</p>	<p>NVQ Level 3</p>

Other	Well presented, pleasant manner Flexible, able to work shifts Effective team player	Experience in a similar role
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