

**JOB DESCRIPTION FOR CHEF DE PARTIE
MAY 2022**

A list of job duties associated with your job title is set out below. This job description is non-contractual, and the Company reserves the right to amend, withdraw or depart from its provisions at its discretion. Subject to the Company's business requirements you may be required from time to time to undertake other work within your capacity and the Company reserves the right to amend the job title and/or job description from time to time, on a temporary or permanent basis, to reflect your own development or the Company's business needs.

Job title	Chef de Partie
Band	B3
Team	Operations
Purpose of role	To support the Senior Chefs de Partie in providing the day to day kitchen operations within high-quality catering across Burleigh Court and Holywell Park. Responsible for the upholding of food safety practices, quality, production, customer satisfaction and maintaining standards.
Reports to	Head Chef
Manages	Shift Kitchen team at Burleigh Court and Holywell Park
Main duties	<ul style="list-style-type: none"> ● Ensure quality standards are upheld and monitored ● Work closely with Head Chef and Sous Chef to deliver on daily service in the kitchen as required by the business needs ● Work closely with front of house to support the food and beverage offering ● Ensure standard operating procedures, recipe cards are followed, in order that the team deliver in excess of guest expectations ● Responsible for the upholding of food safety standards along with the team in line with the assured self-catering. ● Ensure venues comply with Imago's Environmental policies through correct recycling and food waste monitoring as well as local initiatives
People skills	<ul style="list-style-type: none"> ● Positive, open-minded outlook, innovative, flexible, and responsive to changing customer and team needs ● Strong communication skills. Ability to communicate effectively and listen to guests and team members

	<ul style="list-style-type: none"> • Good judgement skills to determine reactions and responses and to make sound decisions • Honesty to be able to build trust with hotel guests and team members • Proactive problem solving to be able to deliver a perfect outcome with ever changing information and requests within the operation.
Technical skills	<ul style="list-style-type: none"> • Experience working within a busy kitchen operation with multiple offerings • Excellent understanding of food and beverage and front of house operations • Experience of supervising staff effectively and maximising use of resources • Good knowledge of property management systems, visual and IT systems for conference and hotel guests.
Qualifications & Experience	<p>Intermediate Food Hygiene</p> <p>HACCP Level 3 preferred</p> <p>Health and Safety in the Workplace</p>

I have given a copy of the above to (insert name) and have explained all aspects of it.

Name of Manager (please print)
 Signature of Manager
 Date

I confirm that I have been taken through the above, understand it and have received a copy of it.

Employee name (please print)
 Signature of employee
 Date