

**JOB DESCRIPTION FOR CHEF DE PARTIE
MAY 2024**

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.

Band	B4
Team	Operations
Purpose of role	<p>To provide a high-quality catering operation at each venue. Responsible for the implementation of food safety practices, quality, production, customer satisfaction, maintaining standards and meeting financial goals. To be a fully committed ambassador driving our six key company values and championing our people and planet philosophies</p> <p>As an Imago Team member you will ensure you follow our three golden rules at all times.</p> <ol style="list-style-type: none"> 1. Say hello to every guest and team member 2. Never walk past a bad standard 3. Never say no
Reports to	Head Chef
Manages	Section in the kitchen – Bar, Veg, Larder, occasionally Sauce
Main duties	<ul style="list-style-type: none"> ● Ensure quality standards are upheld, monitored, and regularly reviewed ● Ensure robust SOPs, recipe cards and procurement procedures are followed and regularly reviewed, in order that the Team deliver in excess of guest expectations ● Ensure your working areas are organised, clean and tidy at all times ● Support with the implementation of food safety standards ensuring appropriate policies and procedures are in place, communicated, monitored, and regularly reviewed to ensure staff are fully compliant and that venues achieve 5-star EHO audits ● Ensure venues comply with Imago’s Environmental policies through correct recycling and food waste monitoring as well as local initiatives

	<ul style="list-style-type: none"> • Other duties and responsibilities appropriate with the level of this post
People skills	<ul style="list-style-type: none"> • Positive, open-minded outlook, innovative, flexible, and responsive to changing customer needs • Strong communication skills. Ability to communicate effectively and listen to guests and team members • 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 come up with solutions and deliver a perfect outcome with ever changing information, requests within the operation
Technical skills	<ul style="list-style-type: none"> • Excellent understanding of food production and service standards • Experience working as a chef in a busy kitchen operation with multiple offerings • Good knowledge of Health and Safety in the Workplace • Good knowledge of food ordering systems
Qualifications & Experience	<p>NVQ Levels 1&2 Food Hygiene Level 2</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