



RICHARDSON HOTELS

Where Memories are Made

Chef De Partie

Job Title:	Chef De Partie
Department:	Kitchen
Responsible to:	Head Chef
Date Created:	01.05.2015

Main Purpose of Job

To be responsible for the full running of the section.

Main Responsibilities

- The day-to-day work of all Section staff working to time deadlines, communicating with section and senior chefs so as to ensure the highest standard of service to hotel customers.
- To monitor & control the day-to-day work of all junior staff to ensure compliance at all times with health & safety legal requirements.
- To lead & motivate all those for whom accountable to high expectations of personal performance to offer our guest a quality experience at all times.
- To ensure the effective controls of their section through the use of ordering, costing, recording & providing accurate information at all times.
- To plan control & monitor all junior members training through the kitchens training system.
- For planning section dishes for the hotel in consultation with the Executive Head Chef / Sous Chef/ Chef De Partie/ Demi Chef De Partie
- To ensure the sections dishes are proven & tested & meet the hotels required standard.
- Maintaining the correct running order of kitchen equipment through cleaning.
- Awareness of the procedure for the shutting down & controlled evacuation of the kitchen in the event of a fire.
- Maintaining & monitoring refrigeration in accordance with Health & Safety & temperature controls.
- To attend & contribute towards kitchen meetings & provide accurate & timely feedback to Executive Head Chef / Sous Chef.
- To maintain high levels of personal hygiene amongst section staff.
- To report maintenance defects within kitchen to Pastry Chef or a member of the kitchen management team who will report to maintenance and will aim to fix ASAP.
- To communicate effectively with all kitchen team, hotel managers, head of departments & provide information as requested.
- To carry out duties from time to time as requested by hotel managers/ senior chefs to help other sections when levels of business are at a high.
- Awareness of days/ weeks business to check with senior chef if not sure.
- Cleanliness/ hygiene of section, own section fridges, freezers, dry store to be of the highest standard.
- The Importance of putting deliveries away ASAP, stock rotation, labelling, date marking.

- To leave a handover note for when you are off duty explaining what has been done and what needs to be done.
- To give menu recommended changes to the Chef in charge.
- To attend at times external courses organised by the hotel with a degree of professionalism that reflects the hotels standards

Person Specification

Previous experience in a similar role	Desirable
Excellent team player	Essential
Ability to work independently and use your initiative	Essential
Flexible and adaptable to work	Essential
Ability to work well under pressure in a fast paced environment	Essential
Good communication skills	Essential
Reliable and good time keeping skills	Essential
Be motivated and passionate about preparing food and delivering fantastic cuisine	Essential
Have a good level of understanding of the restaurant and hospitality industry	Essential
Excellent customer service skills	Essential

Working Environment

Working in all areas of kitchen and food preparation areas at the hotel.

Work Pattern

Work pattern will be determined by the nature of the business. Days worked will be any 5 from 7, to include evenings, weekends and holiday periods. Shifts may be a mixture of split shifts and straights, as required.