**JOB DESCRIPTION**

**Job Title:**  Chef de Partie

**Responsible to**: Head Chef

**Key Liaison:** Internal Clients – Restaurant, Reception, C&B

Operations, Réservations, Maintenance

External Clients – Suppliers, Professional Bodies

**Scope and Purpose of Role:**

A Chef de Partie is responsible for food preparation before and during meal service. A Chef de Partie is responsible for a designated section ensuring statutory obligations are met and kitchen profit achieved. Advance preparation and delivery of menus on time in line with company brand standards. Contribution to design and development of new dishes.

**Key Responsibilities:**

1. Set up the kitchen prior to opening times.

1. Prepare and cook dishes on menus according to section standards set by the company and Head Chef.

1. Maintain adequate section stock levels to meet the needs of the business and place order with the Head Chef, Senior Sous and Sous Chef. Check items against delivery notes and record and address shortfalls.

1. Cook, chill, label, store and rotate food, keeping required records and taking appropriate action where necessary to ensure compliance with HACCP procedures and food hygiene regulations.

1. Maintain high standards of cleanliness and hygiene practices in line with legal and company requirements. Keep the kitchen equipment clean and in good working order. Report hazards and maintenance requirements to the Head Chef or Senior Sous Chef.

1. Follow functions sheet requirements to meet the needs to the guests.

1. Supervise and provide training and guidance to Commis Chef and Demi Chef de Partie on section.

1. Assist in preparation and cooking of employee meals. Cover breakfast duties as and when required.

1. Maintain regular communication by attending team briefings and meetings and relevant site meetings.

1. Maintain up to date knowledge on industry trends. Lead own development needs.

1. Adopt a flexible approach and assist in different areas of the hotel as business and guests needs dictate.

1. Carry out reasonable requests.

1. Maintain grooming standards and presentation to an excellent level at all times.

1. Report all maintenance requirements and hazards in the work place to your Line Manager.

1. Take responsibility for your own personal development and keep personal portfolio up to date by attending training sessions and meeting when required and to operate in line with the training or information received.

1. Follow Hand Picked Hotels companies policies and procedures.

1. To ensure Brand Standards are met.

*This job description provides an outline of the major focus areas of the job role and is not exhaustive and subject to amendment from time to time.*

**Job Holder:**

SIGNED:

NAME:

DATE:

**General Manager:**

SIGNED:

NAME:

DATE: