



# JOB DESCRIPTION and PERSONAL SPECIFICATION

## Chef de Partie

<b>Venue(s):</b>	Mayfield Hotel
<b>Department:</b>	Head Chef
<b>Reporting to:</b>	
<b>Liaison with:</b>	<ul style="list-style-type: none"><li>• Commis Chefs</li><li>• Kitchen Assistants</li></ul>
<b>Job objective:</b>	To deputise for the Sous Chef. To produce meals and services within the required deadlines and to the company's set standards and customers' satisfaction. To work within the catering operating budget using company nominated suppliers.

## JOB DESCRIPTION

### Key Functions

#### General

1. To help produce, monitor and maintain consistent food standards and quality across all areas and during all stages of production.
2. To ensure quality control measures and hygiene systems are achieved at all times.
3. To have total accountability for the day to day running of the kitchen service in the absence of the Head Chef/Sous Chef.
4. To help achieve food budgeted cost controls, ensuring minimum wastage within the unit.
5. To assist in all aspects of food preparation, ensuring all produce that leaves the kitchen is to brand standard.

#### Maintenance

1. To maintain all equipment within the catering operation through due care and diligence as instructed.
2. To notify the Head Chef or General Catering Manager regarding engineer call outs for all repairs on catering equipment, unless otherwise instructed.

#### Staff Management

1. To ensure operational areas are properly prepared each day.
2. To take an active role in any additional training that may be required.
3. To participate in the identification of training needs of all staff within line of responsibility on both an individual and group basis, including work methods, safety at work, health, hygiene and quality.



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### Health and Safety

1. In conjunction with the Head Chef, ensure the company's Health and Safety Policy is fully promoted and arrangements have been made to carry out the policy.
2. To understand and have a working knowledge of all current Health and Safety legislation and Food Hygiene legislation and to be conversant with the rules contained therein.

### Other Duties and Responsibilities

1. The post holder will undertake training and development as appropriate and keep apprised of developments in his/her field of expertise.
2. The post holder will carry out any other duties as appropriate to the post and as requested by the Catering General Manager, Catering Operations Manager, Sous Chef and Head Chef.

I acknowledge receipt of, and confirm my agreement to carry out the duties as described. I understand this job description is current at the date shown above and that, in consultation with the post holder, it is liable to variation by management to reflect or anticipate changes in or to the job.

Signed: \_\_\_\_\_  
(Post holder)

Date: \_\_\_\_\_

Signed: \_\_\_\_\_  
(For and on behalf of HQ Theatres Ltd.)

Date: \_\_\_\_\_



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### PERSON SPECIFICATION

#### ESSENTIAL

A proven working knowledge of English and continental cookery	
A flair and enthusiasm for cooking with fresh quality ingredients	
Ability to cope under pressure, in a calm and efficient manner to set deadlines	
Previous experience demonstrating good management and effective co-ordination of a kitchen team	
Good interpersonal skills with both kitchen, front of house staff and management	
A positive approach to menu planning and development of the catering service	
Word, Excel and Outlook IT skills to basic level	

#### DESIRABLE

NVQ Qualification 1,2,3	
Experience in contract catering in a busy, large scale operation	
Previous kitchen budget control experience	
Theatre restaurant experience	

#### PERSONAL

Willing to work flexible hours as regular weekend, Bank Holiday and evening work is required.	
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