

JOB DESCRIPTION and PERSONAL SPECIFICATION

Chef de Partie



part of the HQ Theatres Group

Venue: The Copper Horse

Department: Kitchen

Reporting to: Head Chef

Job Objective: Produce meals and lead food services within the required deadlines and to the company's set standards. Work within the hospitality operating budget using company nominated suppliers. Deputise for the Head Chef or Sous Chef when required.

JOB DESCRIPTION

Key Functions

General

1. Assist in production, monitoring and maintaining consistent food standards and quality across all areas and during all stages of production and service.
2. To participate in the HACCAP procedure in accordance with the company's Food Safety Management document. Maintain correct use of KRB, including cleaning rota and closing down procedures.
3. Ensure high quality control measures and hygiene systems are achieved at all times.
4. Have total accountability for the day to day running of the kitchen service in the absence of the Head Chef/Sous Chef.
5. To help achieve food budgeted cost controls, ensuring minimum wastage occurs within the unit.
6. Purchase all food and food related products using company nominated suppliers.
7. To actively participate in the ongoing management and development of menus.
8. To assist in all aspects of food preparation, ensuring all produce that leaves the kitchen is to brand standard.

Maintenance

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

Staff Management

1. Ensure operational areas are properly prepared for all functions each day.
2. Take an active role in any additional training that may be required.
3. 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.

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.

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Other Duties and Responsibilities

1. Undertake training and development as appropriate and keep apprised of developments in his/her field of expertise.
2. Carry out any other duties as appropriate to the post and as requested by the General Manager, Head Chef and Sous Chef.
3. Dress in accordance with The Copper Horse uniform policy and wear protective clothing as issued.

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

This role requires the successful candidate to be a well presented professional with proven hospitality service and experience relevant to the role.

Essential

- A proven working knowledge of English and continental cookery using fresh quality ingredients
- Previous experience demonstrating good management and effective co-ordination of a kitchen team
- Excellent and effective communication skills with the kitchen, front of house and management staff
- A positive approach to menu planning and development of hospitality service
- An ability to cope under pressure in a calm and efficient manner whilst meeting required deadlines
- Intermediate Food Hygiene certificate
- NVQ qualification to Level 2
- Word, excel and outlook IT skills at basic level
- A flexible willingness to work unsociable hours including evenings, weekend and bank holidays as required.

Preferable

- Food Safety Level 2
- Kitchen budget and stock control experience
- Experience of adhering to HACCP and KRB procedures