

POSITION TITLE	Chef de Partie	
DEPARTMENT	Kitchen	
REPORTS TO	Executive Chef	
ROLES REPORTING DIRECT	Apprentice Chef, Kitchen Hand	
KEY RELATIONSHIPS	Site managers, Head Chef, Sous Chef, Restaurant Supervisor, Food and Beverage Supervisor, Admin manager	
PRIMARY OBJECTIVES		
<ul style="list-style-type: none"> To organise food production in line with prep lists and work lists prepared by the Head Chef / Sous Chef Support the Head Chef and Sous Chef to achieve primary responsibilities, deputise for Sous Chef if required 		
MAJOR RESPONSIBILITIES		
KEY RESULT AREAS	SPECIFIC ACTIVITIES	MEASURES
Service Standards	<ul style="list-style-type: none"> Customers will receive their food in less than 30 minutes Establish and maintain an environment of respect and co-operation between Kitchen and FOH teams 	Customer feedback/complaints Staff surveys
Food Innovation	<ul style="list-style-type: none"> Contribute ideas for exciting menu options 	New dishes produced
Labour Cost	<ul style="list-style-type: none"> Contribute to and help achieve KPI of 20% of total takings 	KPI met or variances explained
Food Cost	<ul style="list-style-type: none"> Contribute to the achievement of a 25% food cost KPI (food takings) Effective management of food production to minimise waste 	KPI met or variance explained Feed back from Head Chef
Food Safety	<ul style="list-style-type: none"> Raise awareness of and be accountable for adherence to Food safety policy and legislation as applied within the Kitchen 	No complaints from customers
Kitchen Organisation	<ul style="list-style-type: none"> Maintain clear processes covering cleaning, maintenance, stocktakes, purchasing 	Kitchen support functions runs smoothly Equipment always operational
Staff Management	<ul style="list-style-type: none"> Supervise the performance of Kitchen staff as required and as directed. Train and mentor apprentices 	Goals & Objectives met
WH&S	<ul style="list-style-type: none"> Raise awareness of and be accountable for compliance with all WHS standards and policies Ensure responsible use of all tools and equipment Wear appropriate Personal Protective 	No Accidents Compliance with company policies and procedures is demonstrated

Job Description – Chef de Partie

	<p>Equipment as required</p> <ul style="list-style-type: none"> • Comply with incident reporting procedures i.e. Report all accidents, near misses and unsafe work practices/hazards to your supervisor • Work in a manner which is conducive to WH&S 	<p>Incidents reported in accordance with company procedure</p>
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SELECTION CRITERIA

Essential Criteria	Desirable Criteria
<ul style="list-style-type: none"> • Formal Qualifications including commercial cookery certificate • A minimum of 2 years relevant experience • Awareness of the need to manage all relevant costs, including labour, food and operations expenses • Proven skills & ability to contribute to most facets of food production • Demonstrated reliability and ability to work unsupervised • Demonstrated ability to apply WH&S processes and achieve high standards of food hygiene 	<ul style="list-style-type: none"> • Reasonable IT skills • Knowledge of Purchase Order systems and processes • Aspiring to be Sous Chef • Food safety certificate

Employee Name: _____

Employee Signature: _____

Manager/Supervisor Name: _____

Manager/Supervisor Signature: _____