

**JOB DESCRIPTION**

**POSITION:** Chef de Partie

**HOTEL:**  South Lodge Hotel and Spa

**DEPARTMENT:** The Pass

**ORGANISATION CHART**

**PURPOSE**

To work as part of the brigade within The Pass to prepare and cook exceptional dishes as per standards for our guests. To ensure precision and consistency in all things prepared and served.

**MAIN RESPONSIBILITIES AGAINST OUR FIVE NON-NEGOTIABLES**

**Creating Happiness In Amazing Places**

* To assist the kitchen team in the smooth, safe and efficient running of the kitchen operation.
* To be part of the development of creative menus and service in the kitchen.
* To ensure the quality of food is of the exceptional standard expected when dining in The Pass
* To continually strive towards achievement and improvement.
* To assist on other sections or help with other duties when required.

**Exclusive People**

* To arrive for work on time and with clean and hygienic presentation.
* To ensure the senior chef’s are kept aware of any relevant feedback from either the resort guests or colleagues.
* Training and delegation of tasks to the Commis Chef and Demi CDP.
* Assist other CDP’s and help each other to stay motivated and focused.
* Take control and create team spirit within the brigade.
* To assume some responsibility of your direct supervisor in their absence.

**Improve Profit**

* Ensure the section meets it set standards in terms of cleanliness, stock control, and prioritisation of work load.
* Be aware of specified food GP margins and ensure these are adhered to and achieved consistently, through close liaison with the senior chefs.
* To be aware and assist the Sous Chef in monitoring and controlling the quality of produce throughout food production.
* To work in clean and tidy fashion ensuring that wastage is kept to a minimum at all times.

**Strong Brand**

* Demonstrates Knowledge of the Exclusive Collection Brands.
* Is an ambassador for the company.
* Consistently delivers company standards.
* To be aware and have an understanding of all relevant law and legislation with regards to food handling, storage, hygiene and health and safety.

**Increase Revenue**

* To bring a proactive approach to your work by researching new techniques, methods and ideas to keep us at the forefront of the industry.
* Produce food on a consistent basis leading to strong reputation and brand and ultimately repeat custom.

**Health and Safety**

* To be aware of and comply with safe working practices as laid down under the Health and Safety Act as applicable to your place of work. This will include your awareness of any specific hazards at your work place.
* The wearing of appropriate protective clothing provided by or recommended by the Company will be obligatory.
* To report any defects in the building, plant or equipment according to resort procedure.
* To ensure that any accidents to staff, guests or visitors are reported immediately in accordance with correct procedures.
* To attend 6 monthly Statutory Fire, Health & Safety training and to be fully conversant with and abide by all rules concerning Fire, Health & Safety.
* To be fully conversant with:
  + The Resort Fire and Bomb Procedures
  + The Resort Health and Safety Policy Procedures
  + Departmental Food Hygiene Regulations
  + C.O.S.H.H. Regulations
  + Staff Handbook

**General**

* Display a professional image of the Exclusive Collection by delivering the company values and demonstrating the courtesy standards and non negotiables at all times.
* Keeps immediate supervisor promptly and fully informed of all problems or unusual matters of significance.
* To attend all training courses as and when required.
* Performs all duties and responsibilities in a timely and efficient manner in accordance with established company policies and procedures to achieve the overall objectives of this position.
* As the hotel’s level of business varies considerably, there is a need for flexibility in attitude, approach and working hours.
* The above description is not to be regarded as exhaustive. Other tasks and responsibilities of a broadly comparable nature may be added on a temporary or permanent basis, as appropriate.

**Skills & Experience Required**

* Experience in a similar standard kitchen in a similar environment
* NVQ level 3
* Ability to work under pressure in a hot environment.
* Ambition to succeed, willingness to work hard and a strong desire to learn.
* Flexibility to work hours as required and run the section assigned to you by the Sous or Head Chef
* Commitment
* Innovation, creativity and attention to detail

**NOTE:** This document reflects the job at time of writing and will be subject to periodic change in light of changing regulatory, operational and environmental requirements. Such changes will be discussed with the job holder and the job description amended accordingly.

I have read and fully understand and accept all elements listed in this job description and understand that a signed copy will be kept on file in Human Resources.

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Employee Name (print) Date

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Employee Name (Signature)