

Job Description

Chef de Partie

Position: Chef de Partie	Department: Kitchen	Reporting to: Head Chef
Salary: £25,000	Contract: Permanent	Hours per week: 37.5 (5 days out of 7)

Job purpose:
To prepare and cook food for our guests to an exceptional level

Role Competencies:

Planning Timescales:

- Prepare and cook wide range of Complex fresh foods including fruit and vegetable, fish and seafood, meat and poultry dishes
- To cook from raw ingredients for Large events, weddings, buffets and carvery
- Prepare food for breakfast, snacks and lunch
- Cook All Breakfast Items, hot, chilled and ambient, for restaurant, day delegate meetings and arena, working to menu specification

Decision Making:

- Not Applicable

Impact and Influence:

- Ability to work as part of a team
- To ensure kitchens and equipment are cleaned using cleaning schedule

Skill Level:

- Maintain a clean and safe working environment
- Comply with allergen policy as implemented by head chef
- To ensure that all food production is to the standard as set out and presented to specification guidelines
- To ensure all legal legislation requirements including health and safety, food safety and company policies
- Ensure that foods are prepared, stored and cooked in line with HACCP regulations
- Ensure that daily HACCP checks are completed

Communication:

- Good level of customer service skills
- Good spoken and written communication
- Ability to use tablet based HACCP recording system

Budget Management:

- Work within Budgeted guidelines including waste management, portion control, updating production sheets
- To ensure that Stock management procedures are adhered to including rotation, labeling, order sheets and date checks

Lead and Develop:

- To proactively develop training of commis chef
- Supervise junior members of staff/agency
- Take lead on small events with the assistance of the senior chef

- Delegate tasks to junior staff/agency where applicable

Operating Parameters:

- Close down kitchens at the end of shifts to a high standard
- Ensure all deliveries are put away promptly and correctly
- Ensure all stock is rotated in line with Food Policy
- Contribute to menu writing
- Ensure FLOW, Hilton Lobby and all compliance training is up to date
- Any reasonable management request

Essential and Desirable Job Criteria:

NVQ Level 2 in food Professional cookery equivalent (E)

Ability to work to strict guidelines (E)

Ability to work as part of a team and on own initiative (E)

Level 2 in food safety (E)

Good Understanding of COSHH (E)

Good customer service skills (E)

Flexible and adaptable around a wide range of working patterns (E)

Good level of spoken English (E)

12 months experience in a similar job role (D)

Level 3 in food safety (D)

NVQ Level 3 in food Professional cookery equivalent (D)

To ensure that equality, diversity and inclusion is maintained and developed across all programmes and areas of the business (E)

Safeguarding - We are committed to safeguarding and protecting children and young people (CYP) and at-risk Adults (ARA) Our expectation is that you will fully accept your responsibility for the safety and welfare of all CYP and ARA by being fully conversant with all our safeguarding policies and reporting anything that does not appear to be correct. The post maybe subject to an enhanced DBS check and yearly self-declarations.

Equality and Diversity – must be able to demonstrate that equality, diversity and inclusion will be maintained and developed across all programmes and areas of the business.

Competency Total:

Level