

## **Job Description**

**Job Title:** Chef de Partie  
**Department:** Kitchen  
**Responsible To:** Head Chef/Sous Chef  
**Salary:** £25,000 – 29,000

### **Job Summary:**

Your role is to assist the Head Chef and Sous Chef to achieve the highest standards of food production and customer satisfaction, contribute to the achievement of Gross Profit targets, maintain a safe and hygienic kitchen environment, work effectively with other colleagues, kitchen and other departments, and provide effective internal service.

### **Main Duties & Responsibilities:**

- 1) Responsible for the day to day running of any given section.
- 2) Ensure consistency of food quality and presentation.
- 3) Attend briefing for special functions if required to do so.
- 4) Maintaining the cleanliness, stock control, organisation and standards of the section
- 5) Assisting with the ordering on a daily basis, whilst keeping in mind stock usage, menu planning and business levels.
- 6) Training of Commis Chefs on section, delegation of tasks to Commis Chefs.
- 7) Constantly advising Chef on needs and ordering requirements.
- 8) Assist other Chef de Parties and help each other keep motivated and focused.
- 9) Take part in any training required.
- 10) Able to take control of any given tasks and maintain a high team spirit.
- 11) Keep recipe folders in good order and up to date if and when necessary.
- 12) Help to prevent waste of food of any kind and over-production to mis-en-place.
- 13) Help to minimise the consumption of gas, electricity and water.
- 14) Ensure good staff communications and relations.
- 15) Contribute to helping other staff acquire menu knowledge to assist in “Upselling”.
- 16) Ensure good kitchen security.

- 17) Compliance with all Club, Hotel and Leaderboard policies and procedures and legal requirements e.g. health & safety, hygiene, fire prevention, employment law, etc.
- 18) To undertake any other duty and responsibility considered to be consistent with the role.

**This list of duties is not exhaustive, nor is it intended to be, and duties are not listed in any order of priority.**

I have read and agree to the responsibilities and duties set out in the above Job Description for the position of **Chef de Partie** and I agree to keep this job description updated at all times in accordance with the duties which are incumbent upon me.

Name  
(PLEASE PRINT): \_\_\_\_\_

Signature: \_\_\_\_\_

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