

**EDGBASTON PARK HOTEL
AND CONFERENCE CENTRE**

J O B D E S C R I P T I O N

JOB TITLE	Breakfast Chef de Partie
DEPARTMENT	Kitchen
RESPONSIBLE TO	Head Chef

Job Summary

Preparation of consistently high quality hot and cold food for breakfast service, supporting the Hotel in providing an exceptional guest experience.

Main Duties

- Ensure a consistently high level of food service through knowledge of menu items and awareness of commodities used, preparation, methods, cooking and presentation.
- Work in all areas of the kitchen, depending on the daily needs.
- Prepare and cook a wide range of foods.
- Ensure kitchen areas and equipment are cleaned and relevant health and hygiene procedures are followed at all times.
- Contribute to controlling costs, improving gross profit margins, and other departmental and financial targets.
- Be aware of current food trends with regard to presentation and style.
- Work alongside senior chefs to help develop the breakfast menu, and continually look for ways to improve the guest experience.
- Ensure that the required prep is done in a timely manner, keeping to budget and avoiding waste wherever possible.
- Ensure that all prepared food is correctly wrapped, labelled and stored.
- Work closely with senior chefs to ensure that service runs smoothly.
- Assist the senior chefs in the day-to-day running of the kitchen.
- Supervise the workloads of Kitchen Porters during shifts, to ensure all tasks are carried out efficiently and to required standards.
- Carry out a proper hand over to the next shift and ensure all outstanding issues are passed on to senior chefs.
- Ensure that orders are placed at the correct time, in accordance with agreed stock levels and business needs.
- Check all incoming orders, notifying the senior chefs of any discrepancies and ensuring incoming stock is transferred to the correct storage facility.
- Carry out stock takes as required.
- Practices good personal hygiene principles.
- Ensure you arrive at work for the correct time and in the correct uniform ensuring it is in a good, clean condition.
- Behave in a friendly and hospitable manner towards guests, customers and staff.
- Undertake any other duties as requested by management

General Requirements

- Build and maintain effective working relationships across the Hotel.
- Present a professional image of the Hotel to guests.
- Respond professionally and pro-actively to any guest queries.
- Actively support and demonstrate the Hotel culture and values.
- Adhere to all Hotel policies, procedures and processes.
- Comply with statutory requirements regarding the workplace such as employment law, health and safety, hygiene, fire prevention, GDPR etc.
- Act with integrity and in the interests of the Hotel at all times.

PERSON SPECIFICATION

Experience

- Previous experience in a similar role, ideally within a hotel or conference and banqueting environment.
- Experience of working in a multi-site environment would be desirable.

Knowledge, Skills and Abilities

- Good understanding of cost control and waste management.
- Proficiency with computers and computer programs, including Microsoft Office.
- Good communication skills and ability to work within a team.
- Knowledge and understanding of HACCP, COSHH and other regulatory guidance.
- Ability to work on own initiative.
- Ability to prioritise workloads, meet deadlines and work to strict time constraints.
- Passion for delivering quality food and exceptional levels of service.

Qualifications

- First Aid qualified or willingness to work towards it.
- A cooking qualification would be desirable.