

EDGBASTON PARK HOTEL
AND CONFERENCE CENTRE

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

JOB TITLE	Chef de Partie
DEPARTMENT	Kitchen
RESPONSIBLE TO	Sous Chef

Job Summary

Assist in the preparation and service of all sections in the Kitchen, maintaining high standards in terms of food and customer service.

Main Duties

- Maintain high standards in the quality of food both as to its preparation and its presentation.
- Work in all areas of the kitchen depending on the daily needs.
- Prepare and cook a whole range of foods.
- Set out, maintain and monitor high standards of cooking and presentation.
- Be aware of current food trends with regard to presentation and style and help with new menu ideas and menu design.
- Ensure the kitchen is left clean and tidy at all times.
- Ensure that all prepared food is correctly wrapped, labelled and stored.
- Work closely with Head Chef and other chefs to ensure that service runs smoothly.
- Assist the Head Chef, Deputy Head Chef and Sous in the day-to-day running of the kitchen.
- Assist in the training of all new kitchen team members.
- Supervise the workloads of Kitchen Porters during shifts to ensure all tasks are carried out efficiently and to required standards.
- Ensure that the required prep is done in a timely manner, keeping to budget and avoiding waste wherever possible.
- Carry out a proper hand over to the next shift and ensure all outstanding issues are passed on. Any unresolved issues are handed over to the Head Chef, Deputy Head Chef or Sous Chef.
- Ensure that orders are placed at the correct time, in accordance with agreed stock levels and business needs.
- Check all incoming orders, notifying the Head Chef, Deputy Head Chef or Sous Chef 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 experience 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.