

**EDGBASTON PARK HOTEL  
AND CONFERENCE CENTRE**

**J O B   D E S C R I P T I O N**

<b>JOB TITLE</b>	Demi Chef de Partie – Pastry
<b>DEPARTMENT</b>	Kitchen
<b>RESPONSIBLE TO</b>	Sous Chef

**Job Summary**

To be responsible for your section within the Kitchen to produce high quality food always to comply with the brand standard set within the food specifications set to ensure at all hygiene regulations and safety standards are met always.

**Main Duties**

- Responsible for the preparation, cooking and presentation of food from the pastry section within the kitchen
- Assisting the senior Pastry Chefs with the preparation of a wide variety of pastry goods, including desserts, cakes, biscuits and afternoon tea food items
- Assisting in the beautiful and neat decoration of pastry items
- Assisting the senior chefs in creating innovative and exciting pastry menu items.
- Maintaining a clean and orderly workstation at all times
- Supporting other areas of the Kitchen, as and when required
- Responsible for proper storage, labelling and use of all food supplies to prevent unnecessary spoilage and to maintain cost control.
- Work closely with the other chefs to ensure kitchen is running smoothly and efficiently.
- Assist the senior chefs with menu planning, inventory control, scheduling and ordering of kitchen supplies.
- Ensure all food is of a suitable temperature before serving and that portion control guidelines are being maintained
- Project a professional image by adhering to the company policy concerning uniforms, personal hygiene & footwear and acting in a professional manner always.
- Report to management and unsafe equipment, practices or anything that will affect the safe running of the Kitchen
- Managing and training commis chefs working with you
- Ensuring you have high standards of food hygiene and follow the rules of health and safety
- Any other reasonable duties expected of you and 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**

- Proven experience as pastry chef, baker or similar role, ideally within a hotel or conference and banqueting environment.

### **Knowledge, Skills and Abilities**

- Good attention to detail and creativity.
- In depth knowledge of hygiene principles
- In depth knowledge of food preparation and a range of baking techniques.
- Working knowledge of baking with ingredient limitations (i.e. gluten free, sugarless, dairy free, vegan etc.)
- Understanding of cost control and waste management.
- Good communication skills and ability to work well 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 relevant cooking qualification would be desirable.