



VICTORY SERVICES CLUB

## JOB DESCRIPTION CHEF DE PARTIE

Job Title:	Responsible for:	Responsible to:
Chef de Partie	The supervising and food service of a shift in the Club restaurant or Events catering in line with organisational policy and current food and health & safety legislation.	Executive Chef, Head Chef Senior Sous Chef

Primary Role:
<ol style="list-style-type: none"> <li>Supervise shifts in the production of a consistent level of high quality food which is served on time and in line with the departments, Executive/Head Chefs, or customers' specification in accordance with current organisational and legal obligations.</li> <li>Work towards achieving the department's and organisation's objectives of continuously improving customer service.</li> <li>Supervise chefs and monitor all kitchen porters in and when required outside area of responsibility continually developing team performance.</li> <li>To organise your shift with direction from the Sous Chef/s, Executive/Head chef and accept your 'role' within the kitchen team in order to meet the demands of the clubs catering facilities.</li> </ol>

Specific Tasks:
<p><b>Operational Responsibilities</b></p> <ol style="list-style-type: none"> <li>To store, prepare, cook and serve meals of the highest standards to customers whilst at all times complying with current food safety regulations.</li> <li>Ensure your areas of responsibility are kept to the highest levels of cleanliness and tidy at all times</li> <li>To ensure completion of all food safety records during your shift.</li> <li>Comply with all working instructions, identifying procedures and continually look for improvements in services and systems.</li> <li>Encourage on-going department/inter-department relationships, to include exchanging information to solve problems and make decisions.</li> <li>Be pro-active and diligent in the control of food budget, stock levels and waste in areas of responsibility.</li> <li>Assist in the motivation, training and self development of individuals in the department and the catering team.</li> <li>Continually develop one's own skills and knowledge within the position</li> <li>Support the Sous Chef/s, Head Chef and Executive Chef at all times and take responsibility for catering matters in their absence.</li> <li>Continually monitor quality by both visual and written checks.</li> <li>Ensure all areas of responsibility meet all legal and VSC requirements in regards to Food Safety, Health and Safety and COSHH identifying any deficiencies and taking action to resolve them.</li> <li>Keep the Sous Chef/Head Chef informed of all relevant matters and liaise over key catering and non-specific issues.</li> <li>Communicate effectively any requirements that may be required to complete tasks you are instructed to carry out.</li> <li>Undertaking other duties as may be reasonably requested within the responsibilities of the post</li> </ol>

**Management Responsibilities**

1. To supervise resources including staff, equipment and food. Resources should be used economically with minimal waste and any defects reported and recorded.
2. The utilisation of fuel economy measures at all times.
3. Monitor food preparation, storage, cooking and service in line with food specification sheets, taking in to account feeding levels.
4. Monitor and record food safety records in order to comply with current legislation.
5. To support the Head KP in the supervision of all kitchen porters in order to provide the highest standard of cleanliness in the department.
6. To ensure all equipment is used and maintained correctly and training is undertaken and recorded.
7. To control all food stock within areas of responsibility maintaining correct food stock levels and work with all chefs to minimise food waste.
8. Place orders where necessary for various foods to the stock controller and work with the stock controller to minimise food costs.
9. To ensure all maintenance issues are reported correctly and any issues are kept up to date.
10. To hold regular updates with the Executive Chef/F&B Management.
11. Ensure team members within your area of responsibility are aware of their responsibilities and carry them out accordingly.
12. Ensure safe practices are adhered to at all times
13. Continually update chefs and kitchen porters on issues relevant to their areas of responsibility and inform of any future tasks likely to be given.

**Resources:**

The supervision of up to 2 Chefs and supervising up to 3 kitchen porters in areas of responsibility within the Kitchen

**Health & Safety and Environment:**

1. Comply with the directives of the Staff Handbook.
2. To attend relevant training events and meetings as required.
3. Report for work at times stated on the roster changed and ready for work.
4. To be properly dressed in clean protective clothing as required.
5. Observe all requirements for personal, equipment and food hygiene practices under the current Food Safety Regulations.
6. Ensure correct and safe use of all equipment.
7. To take appropriate action in the event of a fire or accident ensuring that all power to catering equipment is switched off.
8. To comply with best practice at all times.

Issued by (name/job title):	Signed:	Date:

Acknowledged by (name):	Signed:	Date: