

## Heathrow Chef de Partie - Role Profile



### Role Purpose:

Under the general guidance and supervision of the Head Chef, the kitchen team member will assist in the preparation and service of all sections in the Kitchen.

### Reports to:

Head Chef

### Key Accountabilities

#### Principal Accountabilities / Operations

- To contribute to the team's ability achieves its departmental targets and objectives.
- To assist the Head Chef, to check the completeness of all food and kitchen equipment sent to each function.
- Working with the Head Chef and the kitchen team to maintain high standards in the quality of food both as to its preparation and its presentation.
- To set out, maintain and monitor high standards of cooking and presentation.
- To work closely with Head Chef and other chefs to ensure that the restaurant runs smoothly.
- Working in all areas of the kitchen depending on the daily needs of a whole range of food **but with a particular emphasis on pastry.**
- To be aware of current food trends with regard to presentation and style and help with new menu ideas and menu design.
- To ensure that all completed jobs are fully checked off before it leaves the unit.

#### Customer Service Standards

- Know and demonstrate Fortnum and Mason's customer service standards.
- Contribute to the team's ability to effectively deliver the company's service standards.

#### People, Training & Development

- Demonstrate a flexible approach to teamwork, and a willingness to learn.
- Be responsible for one's own training and development by proactively attending/completing training as necessary.

#### Merchandising & Stock Management

- Deal with deliveries and stock rotation.
- Assist with stock takes: this may require working additional hours from time to time.

#### Systems & Procedures

- Follow correct opening and closing procedures.
- Operate equipment correctly and safely.
- Check off deliveries and report any issues or discrepancies to the Head Chef/Sous Chef.
- Complete any associated paperwork/records as required.
- Prioritise tasks in a timely fashion and follow instructions correctly according to procedure.
- Ensure that cost control policies and procedures are followed.
- Assist with ensuring that all Health & Safety procedures are adhered to and properly recorded; this includes temperature checks, cleanliness, and hygiene.
- Reports any equipment on the section which needs repair or maintenance.
- Maintaining high standards of hygiene and cleanliness in all assigned areas, including refrigerators and freezers.

#### Additional Duties

- Any other additional tasks that may be required.

**Previous experience** (including qualifications where relevant)

- Experience in working in a busy kitchen environment.
- Excellent time-management skills and the ability and willingness to multi-task.
- Flexibility and readiness to adapt to changing priorities.
- Good attention to detail that will be evident through food presentation.
- Strong work ethic.
- Ability to perform duties effectively with minimum supervision and guidance.
- Gravitas and credibility at all levels.

**Any other information**

Prepared by:

Date:

July 2014