

JOB DESCRIPTION

Job Title:	Chef de Partie
Department:	Kitchen
Group / Team:	Food & Beverage
Responsible To:	Executive Chef, Head Chef, Sous Chef
Responsible For: (Total number of staff)	Approximately 3
Job Purpose:	<p>Assist in maintaining the smooth and efficient day to day running of the kitchen so as to ensure maximum guest satisfaction.</p> <p>To ensure that the Chef's directions and task allocation are consistently followed through to the highest professional standard.</p> <p>To maintain all legislative standards of safety, security, hygiene and administration.</p>
Date last reviewed:	Jan 2024

SKYLINE VALUES



Family

We are proud, encouraging and supportive

- Provide positive feedback
- Take time to get to know one another
- Support each other
- Celebrate achievements
- Be proud of belonging to the Skyline family



Fun

We have fun creating fun

- Experience and enjoy the product
- Greet everyone with a smile, it's contagious
- Have fun, safely
- Have a passion in what you say and do
- Celebrate success



Respect

We respect each other, our guests and the environment

- Treat others as you would like to be treated yourself
- The standard you walk past is the standard you are willing to accept
- We embrace each other's differences
- Keep Skyline green
- Act with integrity

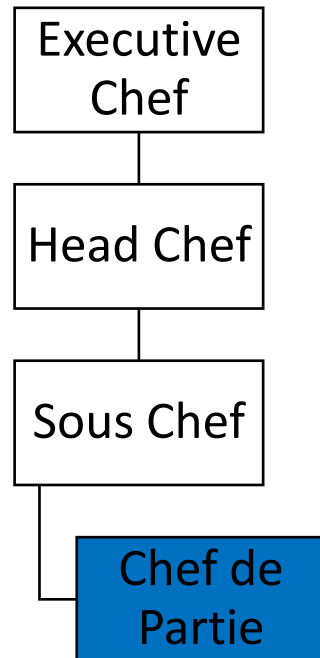


Success

We strive to be the best

- We embrace change
- We continuously improve our products and services
- Find a positive and learn from our mistakes
- We encourage opportunities for everyone be the best they can be
- We ensure everyone leaves with a smile

Organisation Context



Key Relationships

External:

- Guests
- Suppliers

Internal:

- All Food & Beverage Team
- All other departments

Key Result Areas

Main responsibilities

- Assist in the preparation of menu items, portion sizes, product quality, presentation and service of all foods, in accordance with the Skyline standards.
- Carry out training plans and monitor standards of all kitchen staff.
- Assist in the control of kitchen costs, especially food and wages.
- Monitor and maintain the legal procedures in regard to hygiene, safety and security.
- Liaise closely with the guests and service staff to ensure guest service and product expectations are met.
- Ensure kitchen plant and equipment is appropriately maintained and presented at all times.
- Any other duties which may be related to and consistent with the above job description as directed by the Kitchen Manager or nominee.
- Maintain a public image which is compatible with the highest standards at all times whilst on the premises or representing Skyline in a work capacity.
- Ensure all aspects of the company's purpose, focus and core values are upheld.
- Ensure full confidentiality is maintained at all times.

Guest Service

- To greet all customers with a smile & welcome.
- To assist with guest enquiries and comments, and actively promote Skyline Queenstown activities.
- To deal quickly and correctly with any guest complaint within established guidelines.
- To ensure guest service is maintained to a high professional standard at all times.
- To ensure that the needs of the guests are given priority over all other activities, providing the highest level of quality service at all times.

Health & Safety

- To observe and practise safe work methods
- To encourage other workers to work in a healthy and safe manner
- To discourage other workers from working in an unsafe manner
- To report or rectify any unsafe conditions or equipment
- To comply with the Health & Safety policy statement and H&S policies and procedures
- To work in a healthy and safe manner, providing a safe workplace to all

employees.

- To use protective/safety equipment wherever provided and required.
- To report all incidents, work related injuries and near misses accurately and timely.
- To participate in any rehabilitation programmes as required.
- To be aware of procedures in the event of emergencies such as fire, bomb, in line with Company policy and legislation

Financial Responsibilities

Controls a budget Y/N **NO**

Maximum that may be spent without reference to manager **\$0**

Can spend unbudgeted capital Y/N. **NO**

Is responsible for committing the organisation to long-term contracts **NO**

Signs correspondence for Company **NO**

Change to job description

From time to time it may be necessary to consider changes in the job description in response to the changing nature of our work environment– including technological requirements or statutory changes. This Job Description may be reviewed as part of the preparation for performance planning for the annual performance cycle or as required.

I agree to the job description of Chef de Partie

Employee Name
Employee Job Title

Date

Approved: Manager Name
 Manager Job Title

Date