

Job Description

Job Title:	Chef de Partie	Department:	Kitchen
Reporting to:	Executive Chef	Direct Reports:	Nil

Vision, Mission and Values

Strive to achieve our vision:

“Building Great Memories”

Through our mission:

“The pinnacle of heartfelt Kiwi service, providing personalised local guest experiences in the centre of Auckland’s diverse cultural scene.”

By living our values daily:

*Connect from the Heart
Better Every Day
Do the Right Thing
One Team One Dream
Take Care of the World around Us*

Purpose of Position

To build a culture focused on the visions and values of the business and responsible for the preparation, presentation and display of all menu items in the designated area of the Kitchen and for the maintenance of equipment and work area. In the execution of these responsibilities the Senior Chef de Partie must establish and maintain a spirit of enthusiasm, cooperation and resourcefulness among all contacts and ensure a united effort in building ongoing training. This position exists to support the Executive Chef to develop, implement and achieve benchmark guest service standards and financial performance, while growing and developing colleagues and a positive culture within the team. Lead by example in taking the initiative to create moments of ‘WOW’ for our guests, create this culture for your team.

Key Performance Areas

Role Specific

- Ensure all hotel standards are met and / or exceeded
- Assist the Executive Chef /Executive Sous Chef/ Sous Chef to comply with Corporate and Hotel Policies, Standards and Procedures.
- Responsible of food preparation ensuring first class quality and profitability.
- Ensure food preparation reflects the VMOV and the hotel standards.
- Consistently maintain first class food quality in all areas of food production.
- Work with Executive Chef /Executive Sous Chef/ Sous Chef to develop product and service initiatives, be creative in the design and implementation of ongoing food concepts
- Regularly inspect plate presentation and continually review and update when necessary
- Advocate and demonstrate clear and effective communication.
- Assist all Senior chefs in the implementation of control procedures to minimise errors, fraud and waste.

- Ensure optimum use of all ingredients to maximise yield
- Ensure that all food items are prepared as per standard recipe cards whilst maintaining portion control and minimising wastage
- Ensure sufficient food stock levels within food preparation areas.
- Proactively lead the team to ensure all food hygiene standards are maintained
- Work in the assigned section, ensuring guest satisfaction.
- Mentor, coach and guide junior members of the team.
- Help implement and maintain training systems to ensure that colleagues have the necessary framework and skills to perform their job efficiently and effectively.
- Adherence to Emergency Communication procedures ensuring that enquiries from the media are only responded to by the nominated spokesperson
- Contribute towards the hotel sustainability goals by:
 - separating waste into correct bins
 - dispose of hazardous substances or materials in the correct manner
 - minimize the use of natural resources, avoiding waste
 - minimize food waste and dispose of all food waste in the correct bin
 - reporting any areas of improvement to my department's CONNECT champion.

For All Colleagues

- Ensure the My Colleague Survey action plans are actioned in a timely manner.
- Actively source and use guest and colleague names; making eye contact, smiling and approaching immediately
- Provide efficient, friendly and professional service, using your initiative, to all guests, colleagues etc., bringing life and meaning to our VMOV and essentials
- Live by the principles of our Vision, Mission, Values and Essentials, our Welcome Handbook, hotel Standard Operating Procedures and policies, adhering to these expectations.
- Be flexible with rostered days off, shifts and hours
- Achieve quality standards in order to achieve consistency via e.g. Key Performance Indicators, i-Auditor tools, Mystery Shopper audits, ReviewPro etc.
- Promote revenue generating opportunities being familiar with the hotel's products and services
- Utilise internet and email in conjunction with Cordis, Auckland Internet, Social Media and Email policy
- Ensure all elements of HACCP are met
- Ensure all hotel standards are met and / or exceeded
- Adherence to Emergency Communication procedures ensuring that enquiries from the media are only responded to by the nominated spokesperson
- Participate in our CONNECT program
- Work in other areas of the hotel as requested
- Any other reasonable task as requested by Hotel management

Health & Safety

- Active participation; working in line with and as required by, Health & Safety legislation and hotel policies, procedures and expectations, while encouraging other colleagues to participate
- Comply with the Health & Safety policy statement, H&S policies and procedures and the relevant H&S Business Plan
- Work in a safe manner, providing a safe workplace to all colleagues
- Use protective/safety equipment wherever provided and required
- Fully understand departmental fire, evacuation and emergency procedures
- Accurate and timely reporting of all hazards, incidents and work related injuries to your supervisor or manager

Essential Skills, Attributes and Experience

- Superior Customer Service skills

- Proactive in taking initiative
- Excellent communicator, team player, empathetic and patient
- Strong ability to communicate in written and spoken English
- Strong attention to detail
- Time management, listening, conflict resolution, selling and marketing, negotiation skills
- Displays a sense of urgency
- Business acumen and strategic focus
- Displays flexibility and high energy levels
- Motivate self and others
- Displays quality team work
- Able to build and maintain relationships
- Displays service mentality and attitude
- Able to delegate
- Values diversity
- High level of personal and professional integrity and trustworthiness with strong work ethics
- Ability to work independently with excellent communication and presentation skills, both verbal and written

Success Factors

Business

Business Focus
Customer Focus

Self

Functional proficiency
Ownership of Results
Decision Making
Innovation

Leadership

Leadership skills
Communication
Teamwork
Staff Development and Coaching

Your success in demonstrating these competencies will be communicated through the PRIDE Appraisal performance management process.

It is not the intent of this job description to cover all aspects of the position but to highlight the most important areas of responsibility.

I understand that this job description may be subject to change by the management of Cordis, Auckland.

I have read and understood this job description and agree to carry out the duties listed above. I accept responsibility for the awareness of modifications and/or changes to this job description. I can perform the functions of this position as indicated above.

Name <i>(Please print)</i>	Signature	Date
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