**Position:** Chef De Partie

**Unit:** KOA Jeddah

**Reports to**: Senior Chef de Partie

**Oversees:** Commi Chefs

**Job Level**: D

Chef de Partie is responsible to supervise the smooth running of a shift on a day to day basis to deliver a quality service on behalf of the Sous Chef and Executive Chef. Chef de Partie is responsible for helping to deliver high-quality food, handling purchase orders and keeping up to date with the newest products, recipes and preparation techniques. Under the control of Head chef, responsible for planning and pricing menus, preparing and cooking of an agreed section of the kitchen to adhere to agreed prices/budgets and maintain applicable quality standards and records whilst maintaining responsibility for ordering and obtaining supplies, quality control and management of team members.

**Main Duties**

* Ensuring compliance to sanitation, hygiene, health and safety legislation and organisational and quality requirements
* Assist Sous Chef to design, plan, cost and price menus, relating to the agreed section of the kitchen
* Co-ordinate food preparation relating to the agreed section of the kitchen
* Prepare and cook food relating to the agreed section of the kitchen
* Quality management of food relating to the agreed section of the kitchen
* Assist Sous Chef to investigate and resolve customer complaints within agreed criteria
* Effective liaison, support and assistance with the remainder of organisation
* Allocate workloads to junior team members as agreed
* Assist in the direction of the overall performance of the team
* Maintaining accurate records and accounts as required and reporting as agree
* Set an example for team members of commitment, work ethic and habits and personal character
* Responsibly use resources and control expenses to operate within budgetary controls
* From time to time you may be expected to be part of special projects as are reasonably required of your job role.
* You are responsible for your allocated workload and must meet all targets as agreed with your Sous Chef.
* You must contribute towards the smooth running of the organisation generally.
* Knowledge of all standard procedures and policies pertaining to food preparation, receiving, storage and sanitation.
* Full awareness of all menu items, their recipes, methods of production and presentation standards.
* Follows good preservation standards for the proper handling of all food products at the right temperature.
* Operate and maintain all department equipment and reporting of malfunctioning.
* Ensure effective communication between staff by maintaining a secure and friendly working environment.
* Cooking food for the specific area
* Assisting in preparing menus
* Preparing ingredients
* Supervise junior chefs
* Keep your area clean and hygienic
* Ensure high quality of production and presentation of food
* Maintaining and ordering stock
* Prepare all dishes to the correct recipe and quantity
* Take charge in the absence of the Sous Chef
* Attend training courses when require

**Knowledge Requirements:**

* Ability to work as a team but also work independently
* Ability to work to deadlines
* Communication skills
* Keeping calm under pressure
* Assertiveness
* Attention to detail
* Organisational skills

**Health and Safety and Welfare**

* Ensure that all potential and real hazards are reported immediately and rectified.
* Be fully conversant with all departments fire, emergency and Bomb procedures.
* Be fully conversant with the KOA “Food and Hygiene Policy” and “Health and Safety Policy”

**General Requirements:**

* Always be on time for your shift.
* Always be properly groomed as per company standards.
* Always make sure uniform is clean and properly pressed.
* Always make sure shoes are polished and in good shape.
* Your smile is part of your uniform.
* Always be polite with everyone around you.
* Take good care of company property and equipment.
* Be responsible when using company resources and utilities (water, electricity, Gas.. ect)
* Be mindful of the environment and recycle whenever possible.
* When in uniform weather on premises or not you represent the brand please respect that.
* Never under any circumstances argue with our valued Guests.
* Never under any circumstances argue with your colleagues on the floor.
* We are a team help others when you can.
* Kindly never bring food or drinks into the restaurant.
* Do not carry a cellphone or a wallet when on duty. (Doesn’t apply to all positions).

Name:

Date:

Signature: