

Title	Chef De Partie	Date Prepared	
Reports to	Head Chef	Approved by	HR

Main Purpose of Role

- Uphold high standards of **kitchen hygiene and cleanliness**.
- Ensure compliance with **food safety standards, policies, and procedures**.
- Maintain compliance with **WHS/OH&S requirements** and promote a safe working environment.
- Prepare, cook, and present dishes in accordance with venue recipes, specifications, and presentation standards.
- Ensure food quality, consistency, portioning, and presentation meet company and venue expectations.
- Assist with daily **mise en place, preparation, stock rotation, and inventory control**.
- Monitor portion control and actively minimise food waste.
- Maintain accurate food labelling, storage, and stock rotation in accordance with food safety requirements.
- Support and provide training and guidance to junior chefs and kitchen hands.
- Work collaboratively with the Front of House team to ensure smooth and efficient service.
- Assist with menu development, menu tastings, and seasonal specials when required.
- Maintain cleanliness, organisation, and hygiene of all kitchen workstations and equipment throughout service.
- Assist with **rostering, staff coordination, and ordering** when the Head Chef is away.
- Support the Head Chef with the overall day-to-day operation of the kitchen and ensure service runs efficiently.

Key Responsibilities

General

- Working under the direction of head chef and be responsible for managing the section and ensure the consistent delivery of exceptional food quality and presentation.
- Always maintaining a professional appearance, with strong attention to personal hygiene, including clean hands, trimmed nails, and well-kept hair.
- Follow workplace Health & Safety regulations, carry out duties responsibly, and use required Personal Protective Equipment (PPE).
- Keep all back-of-house areas clean and organized, including kitchens, storage spaces, refrigerators, and freezers.
- Communicate clearly and effectively with team members and management.
- Understand and adhere to all company policies and standard operating procedures.
- Complete any additional tasks assigned by senior chefs or managers.
- Build and maintain positive working relationships to support smooth and effective communication within the team.
- Stay up to date with relevant legal requirements, especially those related to food safety.
- Check in with the chefs in charge at the beginning of the shift and report back at the end of the shift.

Cooking

- Organise and run the assigned section start from preparing, cooking and plating high quality food.
- Always maintain excellent hygiene standards and ensure full compliance with food safety regulations.
- Support the head chef with menu development and continuous improvement initiatives
- Provide guidance, training and support to junior chefs and apprentices.
- Complete all assigned tasks according to checklists and weekly schedules before the end of each shift.
- Demonstrate thorough knowledge of cleaning products and materials and use them appropriately for different cleaning tasks.
- Prepare food according to the Chef's specifications and standards.
- Create and organize daily preparation lists.
- Identify and report stock and ordering needs.
- Train and guide service staff on proper food presentation and display techniques.
- Take responsibility for the presentation of all food and beverages, ensuring consistent quality, correct portioning, and adherence to display standards.

- Ensure all stored and displayed items are properly labelled, dated, and rotated according to stock control procedures.

Measurement of Success

Key Result Areas (KRA's)	Key Performance Indicators (KPI's)
Kitchen Operations	○ Oversee efficient and streamlined kitchen operations. ○ Time taken for food preparation and service. ○ Effective inventory management to minimise waste and ensure ingredient freshness.
Compliance	Compliance with (including but not limited to): ○ Trippas White Group Policies and Procedures ○ Food Safety Regulations ○ WH&S ○ Kitchen Hygiene
Team Collaboration	○ Ensure staff are knowledgeable of processes and understand expectations. ○ Meet with staff and discuss the communication flow

Acceptance

I, _____, have read and understood the responsibilities contained within this document.

I understand that this position description is a broad reflection of my responsibilities and goals and not a prescriptive list of every task I will perform throughout the course of my employment. I agree to this position description being revised on a regular basis to ensure relevance, currency and appropriateness.

SIGNATURE: _____

DATE: _____