

Position Description

Chef de Partie

OVERALL PURPOSE OF THE POSITION

The purpose of the position is to effectively run a section of the kitchen, manage a small team and to provide friendly, attentive and efficient service to all staff and students through the delivery of high-quality products and services whilst adhering to the policies and procedures of Barker College.

PRIMARY DUTIES & RESPONSIBILITIES

To efficiently review operational requirements, prepare and serve meals to clientele, assist with menu planning, regularly order food commodities to meet menu requirements, be responsible for maintaining hygiene standards and cleaning of the work area.

Preparation of ingredients/menu

- Ensure production of day's menu adhering to service times with consistency and quality of food product.
- Knowledge of current food trends.
- Prepare and cook a variety of foods (breakfast, lunch, dinner service).
- Supervise and co-ordinate kitchen and service area.
- Ensure a high quality of food preparation and presentation.
- Check recipe quantities to ensure cost effectiveness.

Purchasing and receiving of produce

- Ensure goods received are of a high quality product.
- Purchase of produce as per supplier listing.
- Receive and check foodstuffs against supplier's invoice, return items if unsatisfactory.
- Stock control and security of food storage areas.
- Count stock for stocktake purposes.

Function co-ordination and set up

- Morning / afternoon teas, working lunches, boardroom lunches, cocktail parties and sit down dinners.
- Ensure functions are coordinated in a timely, efficient and accurate manner.
- Assist client and customers with menu choice offering suggestions.
- Menu planning and co-ordination as directed by the Food Services Manager.
- High quality of food presentation.
- Supervise and co-ordinate kitchen or service area.

Operate kitchen equipment

- Ensure the correct safety procedures are adhered to when operating kitchen equipment.
- Operate machinery/equipment following safety guidelines.
- Clean and sanitise all machinery/equipment in readiness for the next day's usage.
- Ensure all equipment/machinery is turned off before leaving kitchen.

Clean up area and maintenance

- Ensure all food preparation and kitchen surfaces must be cleaned and sanitised at the end of the day's trade adhering to food health safety standards.
- Use correct chemical on all food preparation areas and kitchen equipment.
- Rubbish removal from kitchen to specific areas.
- Cleaning duties in own work area.
- Complete kitchen cleaning duties as per cleaning schedule.
- Sweep and mop floors.

Supervision of kitchen staff

- Supervision of training and apprentice Chefs within recognised curriculum.
- Disciplinary action and grievance handling is conducted as per School procedures.
- Ensuring kitchen staff are motivated towards maintaining consistency and quality of food product and service.

Hot Bain-Marie Service

- Maintain portion control.
- Ensure a high level of customer service and satisfaction.
- Maintain sufficient levels of menu items throughout the day's service times.
- Adhere to correct holding temperatures, monitor through service times.
- Clean and sanitise service area and utensils.

Storage of food/dry good items

- Ensure all food items are stored to avoid cross contamination.
- Correct manual handling techniques must be used at all times.
- Ensure rotation of stock.
- Stock and maintain counter and merchandise.
- Maintain correct holding temperature for perishable food items.
- Reorder low stock items.

ADDITIONAL RESPONSIBILITIES

- Oversee the preparation, cooking, and presentation of meals during their service period/shift.
- Provides direct supervision of junior chefs, cooks, apprentices and kitchen hands within their section preparing, cooking, and presenting culinary dishes.
- Adheres to strict health and hygiene standards in the kitchen and assists with the enforcement of the same.
- Trouble-shooting any problems that may arise during their service period.
- Directly responsible for the timely delivery of food within their service period.
- Prepare food in line with standard recipes.
- Monitors and reports food waste within their section.
- Ensure that mis-en-place are maintained in line with known trends and upcoming functions.
- Communicates order requests for perishable and non-perishable items.
- Assists management with the enforcement of health and hygiene standards and systems.
- Daily food service temperature checks as per HACCP procedures.
- Daily menu sheet filled in as per School Dietitian request.
- Daily process sheets filled in as per catering policy.
- End of shift check list completed as directed by Executive Chef.

- Inspects section equipment and immediate contacts senior catering management regarding faulty items and concerns.
 - Assumes a hands-on role with day-to-day duties and lead by example on a high level.
 - Provides input to menu planning/provides well thought out ideas for consideration.
 - Reports disciplinary matters concerning kitchen staff to Management.
 - Ensures appropriate roster cover for their section.
 - Assist junior Chefs and kitchen staff to develop their skills and talent.
 - Communicate with Food & Beverage Attendants regarding orders and with the Executive/Food & Beverage Manager regarding important matters.
 - Effective communication with other kitchen staff and Chefs to ensure a smooth service.
 - Follow Occupational Health & Safety procedures and related company policies at all times.
 - The above statements are intended to describe the general nature and level of work being performed by people assigned to this role. They are not intended to be an exhaustive list of all responsibilities, duties and skills to perform the role.
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TASKS

Daily

- Communicate with the Executive Chef/Sous Chef and Catering Managers regarding orders.
- Provide quality food in a timely manner.
- Communicate effectively with all kitchen staff to ensure a smooth service.
- Prepare mis-en-place.
- Work in line with Occupational Health & Safety procedures.
- Ensure that the section is cleaned during & at the end of each service in line with food safety guidelines.

Weekly

- Communicate with Executive Chef/Sous Chef concerning stock & equipment ordering.
- Attend meetings as required.
- Assist in the review of apprentice's progress.
- Provide reports on the sections waste, labour hours and food usage.

Monthly

- Contribute to budget planning & reviews for the kitchen.
- Review procedures in an effort to decrease waste, increase quality and reduce costs.

Occasional/As required

- Assist the Executive Chef/Sous Chef in reviewing employee performance in order to conduct staff appraisals.
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WORK, HEALTH & SAFETY & ENVIRONMENT

Barker College has a documented Work Health and Safety Management System and established Health and Safety Representatives. You are required to comply at all times with the system and its contents. Your WHS obligations include:

- Co-operating with the School in ensuring your safety and the safety of others.
- Following policies and directions designed to ensure a safe environment.

- Reporting any hazard you identify to your supervisor or through the School's reporting processes.
 - Reporting any injury sustained to your supervisor or through the School's reporting processes within 24 hours.
 - Following emergency evacuation procedures if required.
 - Following Safe Work Procedures, Standard Operating Procedures and Manual Handling Guidelines appropriate to your duties.
 - Undertaking WHS training as deemed relevant.
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SKILLS AND KNOWLEDGE ESSENTIAL TO THE JOB

Technical

- Certificate III in Commercial Cookery (or equivalent Chef trade qualifications).
- At least three years of post-apprenticeship experience as a Chef.
- Proven ability in a supervisory position.
- Organised and comfortable working in a high-pressure environment.
- Good all round knowledge of cuisines.
- Clearly and professional communication and confident in written and oral forms to both internal and external clients at all levels.
- Unquestionable commitment to:
 - Confidentiality and professionalism.
 - Targets and systems.
 - Achieving corporate objectives and vision.

Business

- A committed and result driven attitude to work as well as a high ethical and professional standard.
 - Ensure a high quality of cuisine, delivered to guests on time.
 - Meeting service levels.
 - Guest feedback score.
 - Mentors and coaches, the section team to ensure excellent performance.
 - Individual staff feedback.
 - Cost control within their section.
 - Food cost report.
 - Labor cost report.
 - Waste report.
 - HACCAP Compliance.
 - Monthly report.
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ESSENTIAL PERSONAL ATTRIBUTES

- Intelligent, lateral thinker.
- Self-assessing.
- Innovative/creative personal style.
- Exceptional personal standards of honesty, integrity and professionalism.
- Team Player.
- Strong service orientation with the ability to foster a strong service culture.

- Strong leadership skills, underpinned by a genuine interest in people.
 - Excellent presentation skills.
 - Highly refined communication skills, both written and oral.
 - Strong motivation, influencing and team-building skills.
 - Strong people management and development skills and orientation.
 - Strong negotiation skills.
 - Commitment to the principles and practices of a learning organisation.
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SPECIAL CONDITIONS

Performance Standards will be measured based on the Primary Duties and Responsibilities listed above.

To perform the essential functions of this role, you must be able to stand for the majority of your working shift, lift and carry food service items, move equipment, load and unload trolleys.

Ongoing training and development opportunities will be available. Barker College advertises all vacant positions internally to encourage the development of skills and promote career progression.

ACCOUNTABILITY

Child Safety

Barker College has an abiding commitment to the safety, protection and well-being of all children and young people in our care. All staff members will be held accountable for ensuring adherence to the policies of the School, in particular those relating to the safeguarding of children.

General

Breaches to a staff member's responsibilities and/or authority will be managed through the School's Disciplinary Management Procedures. This defined accountability is underpinned by Barker College's Code of Conduct and the Complaints Procedures.

Work Health and Safety

All staff members will be held accountable for their actions and omissions where it affects their own or another person's workplace safety.

QUALIFICATIONS

- Certificate III in Commercial Cookery (or equivalent Chef trade qualifications).

ORGANISATION CHART RELATIVE TO POSITION

The Manager's Manager: Food Services Manager

The Immediate Manager: Sous Chef / Executive Chef

This position: Chef de Partie

APPROVAL

This position description accurately details the primary duties and responsibilities of the **Chef de Partie**.

Approved by the Food Services Manager in April 2025.

ACCEPTANCE OF POSITION DESCRIPTION

Position description accepted by:

Name of Staff Member:

Signature of Staff Member:

Date:
