



LAGOS CONTINENTAL

## **JOB DESCRIPTION**

<b>Job Title:</b>	<b>Chef De Partie</b>
<b>Department:</b>	<b>Food &amp; Beverage Kitchen</b>
<b>Reports to:</b>	<b>Executive Chef</b>

### **Job Scope:**

Under the guidance of the Executive Chef or his/her delegate and within the limits of the Hotel's policies and procedures, the Chef De Partie is responsible for organising the kitchen operations, prepares and serves a range of dishes in accordance to portions and quality standards as specified in the Recipe. He/she would also be responsible for supervising Junior Colleagues ensuring adherence to local regulations concerning health, safety and other requirements.

### **Key Relationships**

Executive Chef, Senior Sous Chef, Suppliers, Colleagues, Team members and Guests.

### **Key Job Responsibilities:**

- I) Prepares, cooks, serves and stores the following dishes:
  - Appetizers, Savouries, Salads and Sandwiches
  - Sauces
  - Eggs, Vegetables, Fruit, Rice and Farinaceous Dishes
  - Poultry and Game dishes
  - Meat dishes
  - Meat marinades
  - carve meats
  - Fish and shell fish
  - Sauces for fish and shell fish
  - Garnishing techniques and methods of service for fish
  - Pastry, cakes and yeast goods
  - Petits-fours
  - Desserts
  - Hot and cold deserts
  - Decorates, portions and presents
  - Plates and Terrines
  
- Buffet Food



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- 2) Prepares dishes appropriate to the hotel menu, location and guest mix
- 3) Provides direction to the Kitchen staff, including Demi Chef, Commis Chef, Cooks, Kitchen Attendants and Stewards
- 4) Communicates to the Executive Chef or his/her delegate any difficulties, guest or internal customer comment and other relevant information
- 5) Attends and participates in daily briefings and other meetings as scheduled
- 6) Prepares in advance food, beverage, material and equipment needed for the service
- 7) Perform other duties as assigned.

### **Self-Management:**

Ensure Compliance to the following:

- Hotel rules and regulations
- Grooming and uniform standards.
- Timekeeping and attendance policies.

### **Customer Service**

- 1) Demonstrates attributes in accordance with industry expectations and company standards to include:
  - Being attentive to guests
  - Accurately and promptly fulfilling guests requests
  - Understand and anticipate guests needs
  - Maintain a high level of knowledge which will enhance the guest experience
  - Demonstrates a service attitude that exceeds expectations
  - Takes appropriate action to resolve guests complaints
- 2) Appreciate the dynamic nature of the hotel industry and extends these service attributes to all internal customers.
- 3) Be able to promote the Hotel's products and services.



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### **Health, Safety and Security**

- 1) Demonstrates an understanding and awareness of all policies and procedures relating to Health, Hygiene and Fire Life Safety.
- 2) Good Knowledge of emergency and evacuation procedures
- 3) Ensures all security incidents, accidents and near misses are always logged in a timely manner and brought to the attention of the line manager or supervisor.
- 4) Observes hygiene standards while preparing food and during its service. In particular observes personal hygiene, participates in the clean as you go program, and attends to all mandatory hygiene programs such as medical checks, food sampling, temperature monitoring and trainings.
- 5) Observes all safety requirements in compliance to the hotel fire life and safety standards.

### **Background, Skills and Experience**

- A Degree (a minimum of O level education or grade C- or its equivalent or culinary college training) from a reputable college.
- Mastery of Food Hygiene Principles.
- Minimum of 4 years' experience as Demi or Commis Chef in a Five Star Hotel
- Good communication skills and Interpersonal Skills
- Must be able to work under pressure and demonstrate Leadership Qualities
- Must be people oriented and able to multitask
- Cultural awareness

### **Declaration:**

I..... have read and understood the responsibilities required of me in my duties as an employee of Lagos Continental Hotel and promise to observe and perform my duties diligently while in employment of the hotel.

Employee signature.....

Date.....