

## JOB DESCRIPTION

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TITLE : Chef-de-Partie  
DEPARTMENT : Food & Beverage Production  
REPORTS TO : Sous Chef

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### General Responsibilities:

- Attends briefing before each shift
- Assist with mise-en-place for his/her assigned station/section.
- Ensure you have acknowledged handovers from previous shifts.
- Maintains the orderliness and cleanliness of the work stations, buffet area, etc.
- Possesses good product knowledge including types of rooms, resorts facilities, restaurant operational hours, special functions and events held at the resort.
- Follows immaculate grooming standards in line with the resort's grooming policy.
- Should be well versed of the departmental BRISOP (*Brand Rosetta Integrated Standard Operating Protocols*)

### Specific Responsibilities:

- Takes care of daily food preparation and duties assigned by the superiors to meet the standard and the quality set by the Executive Sous Chef.
- Follows the instructions and recommendations from the immediate superiors to complete the daily tasks.
- Responsible for day to day kitchen operations.
- Able to estimate daily production needs and raises requisitions for approvals of the Executive Sous Chef.
- Place store indents according to the requirement of the day well in advance.
- Ensure that the production, preparation, and presentation of food are of the highest quality at all times.
- Knowledge of all standard protocols and policies of food preparation, receiving, storage and sanitation.
- Full awareness of the menu, recipes, and presentation standards.
- Establishing and maintaining effective inter-departmental working relationships.
- Personally responsible for hygiene, safety and correct use of equipment and utensils.
- Checks periodically expiry dates and proper storage of food items in the section according to storage standards.
- Communicates operational difficulties, positive, constructive guest feedback and other relevant information with the Sous Chef.
- Assess quality control and adhere to resorts service standards.
- Follows HACCP standards and maintains personal hygiene.
- Attends and participates in daily briefings and other departmental meetings as per schedule.

- Attends and participates in training sessions as per the departmental training scheduled.
- Initiate action to correct a hazardous situation and notify supervisors of potential dangers.
- Responsible for achieving a score of 90% in Guest Satisfaction Index for Food Production operations and take necessary action for the shortcomings for standard compliance.
- Carry out any reasonable duties as instructed by the Sous Chef.

JOB SPECIFICATION

<u>Knowledge &amp; Skills</u>	<u>Disposition /Personality</u>
Great Interpersonal skills	Willing and able to work in different shifts and extra hours on occasions to complete tasks
Should possess knowledge of FSMS (Food Safety Management System)	Presentable & Pleasant
Cost-conscious, guest and quality-oriented.	Possesses a good eye for detail
Able to communicate with the guests and anticipates their needs	Able to work independently with minimal supervision
Ability to perform effectively when there are significant pressure peaks	Self-motivated, positive attitude, helpful

We expect all our associates to work in harmony and cohesion with other departments as well as colleagues from other group companies.

The organization shall reserve the right to depute your services between departments and between group companies. The Human Resource's team shall at all points be sensitive towards your aspirations and endeavor to manage your skills and aptitude in accordance to them.

Name	
Signature	
Position	
Date	

Signature

I have read/reviewed and have asked any questions necessary to understand the contents.

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