

**CHEF DE PARTIE/DEMI CHEF  
JOB DESCRIPTION**

\*This job description no way states or implies that those duties listed below are the only ones to be performed by the employee occupying this position. Employees will be required to perform any other job-related duties assigned by the Duty Manager.\*

**Reports to:** Head Chef

**Main Duties and Responsibilities**

- Prepare dishes in line with the menus running that day
- Prepare vegetables/ingredients for dishes required to cook
- Ensure Mise En Place is correctly set up ready for service
  - Ensure you work station is always clean and tidy
- Knowledge the hotel's HACCP policy, ensuring this is followed at all times
  - Unloading and putting away deliveries
- Ensure the cleaning schedules are followed and a high level of cleanliness throughout all kitchen is maintained at all times
  - Report any maintenance issues to management
- To be aware of and ensure yourself and all staff comply with Health & Safety at Work Act 1974 and the Hotel Fire Procedures and to adhere to these procedures in the event of a fire or fire evacuation.
- Also, to work as part of the wider hotel, team to promote a positive image of the Hotel at all times, liaising with other departments when necessary
  - Ensure that the 4-star standard of the hotel is consistently achieved and maintained.
    - Attend any training courses/sessions required
- Ensure you have correct Knowledge of food allergens and dietary requirements and the procedures we follow as outlined in the hotel employee hand book.
  - Must have a positive attitude and be a team player
    - Must have good communications skills
  - Correct laundered uniform to be worn at all times

All rules, policies and procedures that are in the Hotel Employee Induction Handbook are to be followed at all times without exception.



The Metropole Hotel and Spa, 100+ bedrooms, 12 event rooms, 2 restaurants, 3 bars