



JOB DESCRIPTION

Job Title	Chef de Partie
Management Level	Level 9
Department	Hospitality & Leisure Department
Reporting To	Sous Chef / Executive Chef
Direct Reports	Commi Chefs assigned to the section

Overall Purpose:

To manage food production within an assigned kitchen section, ensuring consistent quality, presentation, portion control, food safety, timely production and effective use of ingredients and equipment.

Key Responsibilities

- Organize and manage daily food production within the assigned section.
- Prepare food in accordance with approved recipes, specifications and standards.
- Ensure appropriate mise en place before service.
- Monitor taste, presentation, portion size and consistency.
- Supervise and guide Commis Chefs assigned to the section.
- Allocate routine work and ensure production tasks are completed on time.
- Monitor ingredients, stock levels, storage and rotation within the section.
- Minimize waste through proper preparation, portioning and ingredient utilization.
- Maintain hygiene and sanitation within the workstation and section.
- Ensure safe use and care of kitchen equipment.
- Report equipment defects, ingredient shortages and quality concerns.
- Coordinate with other kitchen sections to ensure smooth service.
- Support food production for events and special functions.
- Maintain required section records.
- Support training and development of Commis Chefs.
- Report production or quality issues to the Sous Chef.
- Perform any other duties reasonably assigned by the Supervisor.

Key Measures of Performance

Key Result Area	KPI	Measure
Section Production	Production Completion	Required production completed on time
Food Quality	Section Quality	Taste, presentation and consistency
Recipe Compliance	Standardization	Compliance with recipes and portions
Food Safety	Hygiene Compliance	Section compliance with food-safety standards



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Mise en Place	Service Readiness	Section ready before service
Stock	Ingredient Control	Appropriate stock usage and rotation
Wastage	Waste Control	Waste within approved standards
Supervision	Commis Performance	Productivity and quality
Equipment	Equipment Care	Safe operation and defect reporting
Records	Record Accuracy	Completeness of assigned records

Minimum Qualifications & Experience

Requirement	Minimum Requirement
Academic Qualification	Certificate or Diploma in Culinary Arts, Food Production, Hospitality or a related field.
Professional Certification	Recognized culinary qualification and food-safety/HACCP certification will be an advantage.
Professional Membership	Membership of a relevant culinary/hospitality body is an added advantage.
Other Knowledge	Section-based food production, mise en place, recipes, portion control, food hygiene, stock rotation, wastage control, kitchen equipment and basic supervision.
Experience	Minimum 2–4 years' professional kitchen experience, including practical experience in the relevant culinary section.

Key Relationships

Internal	
Contact	Nature of Interaction
Sous Chef	Reporting, production direction and quality standards
Executive Chef	Culinary standards and escalated matters
Commis Chefs	Work allocation, supervision and coaching
Other Chefs de Partie	Production and service coordination
Pastry Chef	Cross-section coordination where required
Steward	Hygiene and sanitation
Restaurant & Bar Team	Food ordering and service coordination
Stores/Procurement	Ingredient availability
Facilities Management	Equipment and maintenance
People & Culture	Training and employee matters



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External

Contact	Nature of Interaction
Food Suppliers	Ingredient issues where authorised
Equipment Suppliers	Equipment information and support where required

Agreed and accepted by:

Job Holder Signature	_____ Date: _____
Line Manager Signature	_____ Date: _____
HR Manager Signature	_____ Date: _____
General Manager Signature	_____ Date: _____