

Chef de Partie Job Description

Dooley's Hotel recruitment document



Job Title: Chef de Partie

Department: Kitchen

Reports To: Head Chef; works closely with Operations Manager and Directors

Key Relationships

- **Internal:** Kitchen Team (Chefs, Kitchen Porters, Wash-up), F&B Service, Maintenance, Sales, Accounting, Housekeeping
- **External:** Hotel Guests/Visitors, Food Vendors, Equipment Repair Providers, Personnel Agencies, EHO Inspectors

Location: Dooleys Hotel, Waterford

Shift Pattern: Rotational shifts including evenings, weekends, and holidays

Role Purpose

The Junior Sous Chef supports the Head Chef and Sous Chef in the day-to-day operation of the hotel kitchen, ensuring consistent, high-quality food production, smooth service, and full compliance with food safety standards. This role assists with menu development, supervises sections and shifts, helps manage stock and costs, trains team members, and steps up to lead the kitchen in the absence of senior chefs.

Key Responsibilities

Menu Support and Service

- Contribute ideas for seasonal and local menus; prepare menu specials and support Duty Managers with function menus.
- Attend client tastings/meetings as requested.
- Work on the line during service, expediting and assisting where needed to maintain speed and quality.

- Ensure F&B staff are briefed on daily specials and out-of-stock items; anticipate shortages and arrange substitutions.

Food Preparation and Quality

- Ensure all dishes are prepared to recipe, specification, and plating standards; maintain current recipe cards, yields, and plating guides.
- Set daily priorities, allocate prep and production tasks, and oversee employee meal preparation.
- Review banquet/function sheets daily for the next 7 days and communicate changes promptly.
- Monitor guest feedback and collaborate with service staff to resolve issues immediately and uphold guest satisfaction.

Cost and Inventory Control

- Assist with market lists, daily requisitions, and receiving; verify quality, quantity, and storage in line with HACCP.
- Conduct spot checks and daily counts on key items; help minimise waste and support food and labour cost targets.

Team Supervision and Training

- Supervise sections and shifts; provide on-the-job coaching, feedback, and corrective guidance aligned with hotel standards.
- Train new hires and support ongoing training for existing staff; help maintain a positive, productive, and safe team culture.
- Ensure grooming and uniform standards are met at all times; communicate shift changes and priorities effectively.

Records and Administration

- Maintain accurate records for production, wastage, temperature logs, cleaning schedules, and shift handovers.
- Support equipment reviews, cleaning plans/projects, and follow-ups on health and safety actions.

Regulatory Compliance and Safety

- Enforce EHO, HACCP, and hotel food safety standards, allergen controls, and traceability.
- Conduct and document regular workplace inspections; report accidents/near-misses and assist with investigations.
- Maintain correct storage, labelling, and date rotation; ensure safe use of machinery and kitchen tools.

Kitchen Maintenance

- Maintain a clean, organised kitchen; complete maintenance work orders and escalate urgent repairs via Duty Manager.
- Instruct staff in the safe, correct use and care of kitchen equipment.

Communication and Meetings

- Attend weekly staff, F&B, pre-convention, and BEO review meetings; respond to calls/correspondence promptly.
- Perform at special events and off-site functions as required; assist with month-end inventory.

Daily Review Checklist

- House count and outlet cover forecast
- Catering/banqueting activity and BEO updates
- Purchases/market list and deliveries
- Meetings/appointments
- VIPs and special guests

Required Skills & Experience

- 3+ years' experience in quality kitchens (hotel or high-volume preferred), including 1+ year at Chef de Partie or supervisory level.
- Strong technical skills across prep, hot/cold line, banqueting, and finishing; excellent palate and presentation standards.
- Proven knowledge of HACCP, EHO requirements, allergens, and best practices for food safety and traceability.
- Competent with stock control, yields, and basic cost management.
- Strong communicator; able to organise, prioritise, and delegate under pressure.
- Excellent customer service skills.
- Ability to work under pressure in a fast-paced environment.
- Ability to work effectively as part of a team.
- **Desirable:** Food Safety/HACCP certification (Level 2/3), Allergen Awareness, Manual Handling; First Aid is a plus.

Physical Requirements

- Prolonged standing in a hot, humid environment; ability to lift and move items safely as needed.
- Fast-paced, high-pressure service periods requiring focus, speed, and attention to detail.

Other

- Duties may evolve to meet operational needs. Employees may be assigned other job-related tasks by management.

Measures of Success

- Guest satisfaction scores.
- Positive feedback from colleagues and management.
- Adherence to company policies and procedures.
- Contribution to team goals.
- Cleaning standards & Attention to detail