



JOB DESCRIPTION

Job Title: Chef de Partie

Department: Kitchen

Location: The Sebel Auckland Manukau

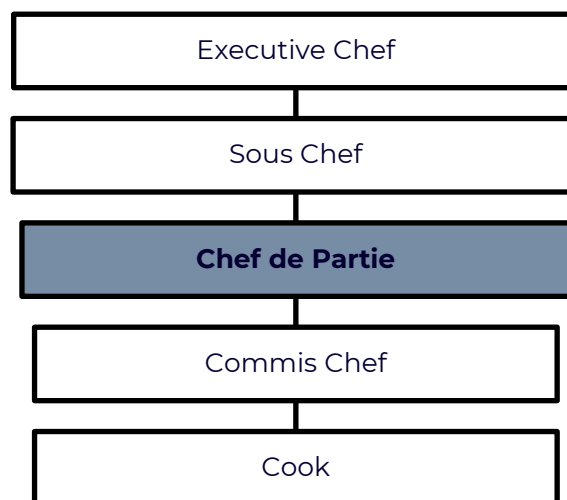
Date Created: March 2022

Date Revised: April 2025

Job Purpose

The position is responsible for assisting the Executive Chef / Sous Chef with operation of the kitchen; ensuring that food standards, preparation, ordering, presentation and cooking techniques are carried out according to established recipes and standards.

Reporting Lines



Key Interactions

Internally

- Food and Beverage Manager
- Food and Beverage Team
- Conference and Events Operations Manager
- Conference and Events Team
- Purchasing / Store Person
- Other internal departments

Externally

- Suppliers



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Primary Responsibilities

- Supervision of kitchen in the absence of the Head/Sous Chef. Delegate duties and responsibilities to kitchen employees to ensure service demands are met.
- Lead team members by setting a positive example.
- Assist Head Chef with menu preparation and ensuring adequate supplies are available for expected service.
- Liaise with restaurant team members regarding the availability of menu items, additions to the menu and any relevant changes.
- Maintain excellent presentation standards and cost control for Ora Bistro.
- Ensure strict stock rotation and minimum wastage. Have stock control procedures implemented and maintained.
- Coordinate the preparation and production of food as required.
- Prepare and ensure availability of mis en place as required.
- Keep all working areas clean and tidy.
- Ensure all equipment is maintained, serviced and cleaned.
- Report any problems to the Head Chef/Sous Chef.

Talent and Culture

- Ensure team member presentation is consistent with hotel handbook; uniforms correctly presented and in accordance with WHS safety standards.
- Assist and empower team members, ensuring they are engaged and are actively developing their skills on the job.
- Assist with the establishment of on-going on job training programs within the department to meet brand and service standards. Use Department Procedure Manuals as a base for all service procedures training.
- Openly communicate during regular briefings ensuring these occur and that all relevant information is passed on.
- Complete all mandatory/compliance training through Accor Academy 'Learn Your Way'.
- Attend briefings and meetings as required.



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Financial Performance

- Consider the financial impact on Accor for all activities and commitments.

Accor Representation

- Act as an Accor ambassador, aiming to enhance the company's image and market reputation, internally and externally.
- Represent Accor and Heartist principles to key suppliers and partners.
- Take every opportunity to be an Accor advocate by actively promoting special offers, services and facilities available within Accor.

Guest Relations and Heartist

- Provide efficient, friendly and professional service to all guests.
- Lead by example when attending to guest requests. Show efficiency in constantly striving to provide total customer satisfaction.
- Take initiative to ensure that interactions with our guests (internal or external) are positive, productive, professional and in keeping with the principles of Heartist
- Support and value the contributions of all team members, creating trust and empowering our people
- Treat guests and team members from all cultural groups with respect, sensitivity and transparency.

Workplace Health and Safety (WHS)

- Notify your Manager of any reason you may not be capable of performing your tasks safely.
- Promote, build and maintain a culture that values effective and proactive WHS management.
- Demonstrate personal commitment to maintaining a safe workplace at all times, including your own behaviours and practices.
- Abide by the Accor WHS policy and related policies and procedures and fulfil any legislated requirements.
- Participate in consultation regarding matters pertaining to your health and safety and that of your colleagues.
- Report any health or safety hazards or incidents, faults, repairs, cleaning needs and accidents to your manager and record on the online portal immediately following



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accident. Participate in any required actions following the incident.

- Participate in any training or education to assist you or your team members in performing tasks safely, and always follow any reasonable instruction or procedure relating to health and safety.
- Participate and contribute to the risk assessment process when requested by your Supervisor/Manager.
- Work cohesively in conjunction with the hotel's rehabilitation program, as required.
- Use safe manual handling techniques, practice safe work habits following Accor health, safety and environment policies, wear protective clothing provided where necessary and take a consultative role in assisting and maintaining a clean, tidy work area and a healthy and safe working environment
- Ensure all equipment is kept in good working order and used only for the purpose for which it was intended. Report all broken or damaged departmental equipment to your manager
- Ensure the correct storage of all materials and use of equipment per operating standards and manufacturers specifications
- Maintain standards of hygiene for food handling and presentation as prescribed by council/legislative regulations.
- Be fully conversant with departmental fire and evacuation procedures.

Environment

- Support Accor's commitment to ESG (Environmental, Social & Governance) initiatives

Other

- Take responsibility to ensure all required tasks are completed accurately and within given time frames.
- Participate in scheduled training and development programs provided by Accor.
- Abide by the Accor policies in relations to equal employment opportunity and harassment in the workplace.
- Create a culture of inclusion and diversity allowing all team members to feel welcome and feel valued.
- Abide by all Accor policies with special note of Accor primary policies and the Competition and Consumer Act Policy.



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- Attend and contribute to team and departmental meetings
 - In line with the Accor Talent & Culture strategy, undertake and complete additional projects as required.
 - Ensure Hotel, Customer and Employee information or transactions are kept confidential during or after employment with the company.
 - Follow Company procedures with respect to grooming, performance and conduct standards, workplace health and safety, emergency procedures and all other property policies and procedures as detailed in the team member handbook, department procedure manuals and company policy manuals.
 - Any other reasonable tasks requested by your manager.

Main Complexity/Critical issues in the Job

- Ensure proper safety and sanitation of all kitchen facilities and equipment.
- Safe work practices in a hazardous environment.
- Supervision of apprentices and other kitchen colleagues.
- HACCP / Food safety /WHS and quality assurance.
- The manual and physical aspects of the role which include but are not limited to: constant standing, walking, lifting, carrying, pushing and pulling.

Span of Control

<u>Nature</u>	<u>Amount</u>
Budget responsibilities	Nil
Revenue responsibilities	Nil
Headcount	Nil

Profile

Knowledge and Experience

- 2 years experience (minimum).
- Relevant Trade qualifications.
- Previous experience in the hotel industry preferred.
- Knowledge of food safety requirements
- A strong understanding of food safety requirements.
- Strong product knowledge of menu items and seasonal ingredients.
- Knowledge of how to operate kitchen equipment safely.



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Competencies

- Multicultural awareness and able to work with people from diverse cultures.
- Ability to work independently and has good initiative in a dynamic environment.
- Self-motivated and energetic.
- Service oriented with an eye for detail.
- Sound understanding of emerging trends in the industry.
- Demonstrated ability to coach, mentor, develop and inspire teams.
- Confident and articulate communication, relationship and networking skills.
- Time management skills with the ability to multitask.
- Strong personal integrity.
- Entrepreneurial spirit with drive, ambition and high level of energy
- Good interpersonal skills with ability to communicate with all levels of team members.
- Flexible and able to embrace and respond effectively to change.
- Role model in Accor values and Heartist culture.

By signing this document, the team member confirms his or her knowledge of the content.

This job description is not exhaustive and will evolve as Accor's organisational needs change. Accor reserves the right to amend this job description at any time.

I _____ have read and understood the above duties and responsibilities and accept the job description in the entire contents and agree to perform the duties as set out to the performance standards required.

Team Member Signature: _____ Date: _____