

International Cruise Services, Inc. & SEVEN SEAS SERVICES LIMITED

P O S I T I O N D E S C R I P T I O N

Position Title: **Chef De Partie**

Department: **Food** Sub-Department **Culinary**

Reports To: **Junior Sous-chef, Sous-Chef, Chef De Cuisine, Executive Sous-chef, Executive Chef**

Direct Reports: **Assistant Chef De Partie, Assistant Cook, Junior Assistant Cook**

Position summary

The Chef De Partie takes the opportunity to lead a section assigned by the Galley Management and oversee the entire production in his assigned area and with minimum supervision. The Chef de Partie takes the full ownership as an independently motivated professional and can be assigned in any area of the Galley, be it hot or cold section.

Their experience in culinary arts encourages leadership as a confident junior manager, organized and adept with the production for each outlet.

Essential duties and responsibilities

Operational

- Must have excellent food knowledge and a full understanding of culinary terms.
- Must be able to read, understand, follow and prepare company recipes by maintaining the quality and consistency in taste according to the instructions provided by the corporate office.
- Must be proficient in effecting completing tasks, work efficiently and productively.
- Must be able to work in any section of a kitchen.
- Coordinate and supervise all personnel assigned to his/her section, assign and delegate tasks accordingly.
- Undertake recipe reviews on a daily basis. Maintain recipe folders in an immaculate condition.
- Responsible to follow-through on any request within the area of responsibility received from the direct supervisor or manager on duty; this may include show plates, food samples and random food tastings.
- Control production levels and recommend ideas for improvements and better cost controlling.
- Prepare daily Electronic food requisitions needed for his section production and countercheck deliveries for its accuracy; Report any discrepancies to his immediate supervisor.
- Must be able to oversee any main section (Sauce, Entremetier, Fish, Roast, Outlet CDP, Tournant and Cold Kitchen) and its entire food production.

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- Maintain and ensure that Public Health are followed according to company standards and expectation (referring to US, Anvisa, Shpsan, Canadian, Australian etc) and followed at all times within his section.
- Ensures that the HACCP program is carried out correctly.
- Maintains his assigned area in preparation for announced or unannounced United States Public Health type inspection either done by the Food & Beverage Manager or the actual inspectors.
- Reports for duty at assigned times, follows his/her supervisor's instructions, and ensures that personal appearance, uniform and personal hygiene are in accordance with the company's rules and regulations.

Training & Development

- Attends meetings, training activities, courses and all other work-related activities as required.
- Attend to the daily Chefs Meeting to discuss forecast figures and the day to day operation/activities.

Financial

- Responsible for cost containment through the proper use, handling and maintenance of records, reports, supplies and equipment within his assigned section.
- Maintain an excellent awareness of cost control within his team.
- Conducts workstation spot checks to ensure items are correctly cleaned and stored by his team to minimize deterioration and wastage.
- Conducts workstation spot checks to ensure Food items are correctly used as per recipe by his team and minimize spoilage and wastage.

Safety Responsibilities

- Must be familiar with the galley layout in terms of safety and security, must have a full understanding of ships rules / regulations (SMS) and participate in all required safety drills / training.

Resources

- Mentors, develops and provides on-the-job training to his/her staff to strengthen their current performance and preparation for future advancement.
- Must control and maintain working hours of all personnel working und his/her direct supervision.

Other Duties and Responsibilities (Other duties may be assigned.)

- Attend early stand-by for any inspection.
- Can be assigned from time to time to late duty.
- Can be assigned from time to time to assist the Procurement team with storing operations.
- This position description in no way states or implies that these are the only duties to be performed by the shipboard employee occupying this position. Shipboard employees will be required to perform any other job-related duties assigned by their supervisor or management.

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Qualifications

Knowledge, experience, skill, and/or ability

Required

- High school graduate, with a minimum of 8 years in an upscale hotel, resort, cruise ship or convention banqueting service and at least 2 years as Chef De Partie role.

Preferred

- Cruise Ship Experience in a Similar Position.

Required computer skills

- Microsoft Office Suite 2003 and higher (Word, Excel, Outlook).
- Basic Windows XP, Vista and Windows 7 Operating Platform knowledge.

Education/experience/certifications

- Culinary School degree.
- Food Hygiene Certification.

Other Skills

Knowledge of general office practices, procedures and equipment; ability to prioritize tasks and work independently; strong organizational, interpersonal and communication skills; ability to interact with senior-level management and owner representatives.

Math Ability

Able to add, subtract, multiply and divide in all units of measure using whole numbers, common fractions, and decimals.

Reasoning Ability

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Work Environment & Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions for this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job the employee is regularly required to stand; use hands to finger, handle, or feel; reach with hands and arms; talk or hear and smell. The employee must be able to lift or move up to 55 pounds (20 kilograms) without assistance.

The vision requirements include

Ability to adjust focus, depth perception, peripheral vision, distance vision and close vision and to be able to otherwise perform the essential functions of the job in a manner that does not present danger to the employee or others with or without a reasonable accommodation.

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