

## **Five Arrows Hotel**

### **Job Description**

**Job Title**                      Chef de Parties

**Reporting To**                Head Chef

The Five Arrows Hotel is sixteen bedroom hotel situated in the Buckinghamshire village of Waddesdon. It was built in the 1870s by Baron Ferdinand de Rothschild to form part of the model village which was overlooked by his country house, Waddesdon Manor.

Today the Manor is owned by the National Trust and a large part of the activity at the property is funded by private Rothschild family trusts. The Hotel is leased by the Manor's trading company and operates as part of this commercial activity.

The Hotel's Chefs are responsible for implementing all aspects of food policy in the Hotel's AA Rosette restaurant.

A daily and ongoing communication with the Head Chef / Sous chef will ensure that the Chef de Parties has a clear idea of his/her four main areas of responsibility, and his/her achievements in these areas. These discussion will also give the Chef de Parties the opportunity for feedback, and to discuss future development ideas.

The five main areas of responsibility, and the most direct ways of assessing achievements are:-

#### **1. Food**

Under the direction of the Head Chef The Chef de Parties should:

- (a) Know that all food served at the Hotel is of the highest possible standard.
- (b) In conjunction with the Head Chef, select, cost and price monthly seasonal menus, and menus for special events as directed.
- (c) Take full responsibility for the preparation and serving of these menus on your designated section. This would involve concentrating on home production of foods, the control of portions and minimisation of waste, and achieving the gross profit percentage set by the General Manager.
- (d) Purchase food and materials from approved suppliers ensuring their quality at all times. All ordering is done through the Head Chef/Sous chef. You are expected to control ordering for your section.
- (e) Assist the Head Chef with the monthly food stocktake.

- (f) Prepare desserts & cakes for the Dairy events when applicable

Assessments can be made from feedback: from the Head Chef & General Manager, from achievement of financial targets (profit margin, spend per head, etc), and by judging customer satisfaction.

## 2. **Staff/Personnel**

Assist the Head Chef to recruit, train, and motivate all kitchen staff creating a work environment that fosters individual commitment, enthusiasm and confidence. By example encouraging team work and collaborative action whilst emphasising the importance of individual responsibility and accountability.

## 3. **Hygiene**

The Chef de Parties should lead by example in “cleaning as you go”. All parts of the kitchens must be systematically cleaned, according to the schedule, and all aspects of hygiene regulations must be complied with at all times.

Head Chef and EHO reports will enable assessment.

## 4. **Equipment/Maintenance**

The Chef de Parties should oversee the use and maintenance of all equipment, notifying the Head Chef of all breakages and equipment failures. Staff should be trained in the use of equipment, especially potentially dangerous equipment, and shown how to look after it so that nothing is abused, life is prolonged, and expenditure saved.

Biannual maintenance contract reports will assess success or otherwise in this area.

## 5. **Finance/Administration**

The Chef de Parties has responsibilities for assisting the Head Chef to:

- (a) Secure any stock, equipment and premises of the kitchens.
- (b) Ensure that every effort is made to achieve budgeted sales and operating expenditure budgets.
- (c) Comply with the financial procedures and complete returns as instructed from time to time by the Accounts Department or the Deputy Manager.
- (d) Record as necessary and as directed by the General Manager any HACCP data, or other, to the satisfaction of the Head Chef and the EHO.

Assessment of this area of responsibility can be made from monthly P&Ls, stocktake reports and the sales statistics.

By addressing these five “key result areas” the Chef de Parties will ensure that every effort is made to achieve the highest level of customer satisfaction, including customers with special needs, such as the disabled and those with special dietary requirements.

**Terms & Conditions:**

- Salary:** Competitive.
- Hours:** A minimum of 37.5 hours per week, on a seven day rota, to include split shifts. Shift work to be expected to fit business needs.
- Holiday:** 25 days per annum, increasing to 28 days after three years service and 30 days after ten years service.
- Other:** National Trust Staff Card which entitles free entry at all NT properties and a discount in their shops.  
  
Matched company pension scheme up to 10% of salary.

Signed: ..... Date: .....