



Staff and Cast Positions - Chef de Partie

Thank You for taking the time to consider joining the Carrington Inn hospitality team. We look forward hearing from you soon!

Established in 1885, The Carrington Inn has been a landmark in the rural town of Bungendore for over a century. Initially a coaching inn for travelers on the Cobb & Co route The Carrington Inn holds historical value to the community of Bungendore and its surroundings. It is anticipated that when reopened after extensive renewal, the Carrington will return to a focal point of the local community and be enjoyed and admired by tourists and travelers.

Chef de Partie – Job Description

Job Title:	Chef de Partie
Reporting to:	Executive Chef
<p>SUMMARY:</p> <p>The Carrington Inn’s Executive Director, is looking for a skilled, committed and creative person to execute the culinary vision of the Executive Chef and to contribute their own creativity and ideas too. A person who not only has leadership abilities, but can take direction as well as give it.</p> <p>In our start-up environment, the Chef de Partie position is hands-on. He or She will help execute stylings of wholesome food that will bring delight and awe to the eyes and palates of the many types of guests hosted by the property.</p> <p>The Chef de Partie is responsible for keeping a portion of line cooks or station chefs’ on time and organized during production. In our kitchen the Chef de Partie may also be a station cook and assist with cooking, preparation and plating. Because Chef de Partie may be the kitchen’s third in command, they need to be trustworthy, experienced and operate in a professional demeanour and appearance.</p> <p>Chef de Partie ensures each menu item from his station(s) is/are prepared on time and meet the presentation style and quality standard required. He or She also ensures that health and food safety standards are practiced and he helps troubleshoot any kitchen issues that may arise.</p> <p>The Chef de Partie is a member of the brigade team who contributes to the overall efficient operation of the kitchen so that each food item leaving the kitchen meets the establishments’ quality, styling and brand requirements.</p>	

The Carrington Inn is an equal opportunity employer.

Typically Responsible for:

- Mise-en-place preparation and freshness.
- Ensuring that all stocks are kept under optimum conditions.
- Cooking and service of food according to the restaurant's quality and service standards .
- Training of kitchen staff as directed by Chef-in-charge.
- Safety and cleanliness of all kitchen and food storage areas.
- Ensuring high levels of kitchen team performance.
- Contributing to creating a harmonious environment amongst all staff within the restaurant.
- To deputise in the Sous Chef's absence and take charge of the kitchen when directed to do so.

Main activities:

- Prepare and cook high quality food according to menu guidelines and recipes.
- Ensuring that all dishes reach the hot plate or passe correctly garnished, the correct portion and size, presented on the correct serving dish in the prescribed manner.
- Ensuring that all mise-en-place is always freshly prepared and on time.
- Supervising members of the kitchen team who are responsible to you.
- Ensuring that junior chefs and trainees receive the right training and optimum guidance.
- Helping to create good communication between floor and kitchen staff and within the kitchen.
- Receiving and safe storage of food.
- Assisting with regular stock takes.
- Receiving, recording and accounting for supplies and deliveries.
- Maintaining restaurant cost control systems as they affect your area of responsibilities.
- Following correct hygienic food handling practices.
- Following the restaurant's regular cleaning and waste disposal practices.
- Optimising the use of restaurant resources: food, energy, labour, water.
- Using safe work practices and supporting others to use them.
- Being fully aware of the venue's Fire Safety Procedures and Health & Safety regulations.
- Participate on the health and safety committee, rotation basis.
- Maintain kitchen equipment and plant in good condition.
- Participating in team meetings and surveys.
- Attending training courses and seminars as and when required.
- Striving to study management subjects in preparation for future advancement.
- Carrying out other duties typically expected of the position as required from time to time.

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EDUCATION and/or EXPERIENCE

Formal training in Culinary Arts or equivalent is preferred but not required if your experience and performance is exemplary.

Must have at least 2 years culinary experience in a senior role with minimum requirement having completed a Cert iii in commercial cookery

Must be prepared to gain further food and wine knowledge.

Has group leadership ability Must hold a food handlers certificate. A food safety supervisor certification would be a positive too.

Working knowledge of various computer software programs including, but not limited to, Word-processing, spreadsheets, tablet computer, and email.

OTHER SKILLS and ABILITIES

- A Chef de Partie:
 - demonstrates an ability to produce a high volume of work in a timely manner, which is of a high standard
 - interacts positively, respectfully, and professionally with supervisors, co-workers, and members of the public.
 - is willing to learn the ability to read, analyse, and interpret technical procedures, recipes, manuals or statutory regulations.
 - Is ability to effectively present information and respond to questions from managers and colleagues.
 - comes to work when rostered, is punctual and sets a good example of character and ethic.
 - follows directions, takes criticism positively, and at all times refrains from abusive and/or inappropriate behaviour.
 - is honest in all manner of engagement with the enterprise and guests.

PERSONAL PRESENTATION:

READINESS FOR WORK: At the start of the rostered time you should be clean, groomed, uniformed, fed, well-rested, with personal belongings already stowed, and ready to immediately commence work in all other ways required of the position. This is a condition for ongoing employment.

UNIFORM:. Every day you should present in a clean uniform, ready to work. Footwear is to be comfortable with non-slip soles, and a closed toe style approved to coordinate with the uniform.

GROOMING: The position requires a person who is clean and well groomed. Hair will be under cap or net, tied back if long. Males are preferred to be clean shaven, otherwise facial hair must be well groomed and not longer than 30mm at any length. Females will maintain not more than light make-up.

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SHIFTS / NIGHT WORK / AVAILABILITY/ WORKING CONDITIONS ETC:

On its re-opening, the Wintergarden Restaurant will be closed on Mondays and Tuesdays, however if business levels dictate the restaurant may go to a 7-day roster. The Chef De Partie is expected to be available for work during peak times which include Saturday, Sunday and agreed public holidays.

Minimum of 4 hours per month continuous professional education should be undertaken.

Dinner break at set time with whole of kitchen brigade.

PHYSICAL DEMANDS:

While performing the duties, you are regularly required to see, talk, hear and feel touch. You are frequently required to stand; walk; use hands to finger, handle, sense or feel; reach with hands and arms, and stoop, kneel, or crouch. You must occasionally lift and/or move up to 24kg. Specific vision abilities required in this role include close vision and distance vision. Logic and thinking process must be quick and unencumbered.

WORK ENVIRONMENT:

While performing the core functions of the position, you are usually indoors, in a confined kitchen environment, but may also be rostered to work outdoors in a natural and variable environment. The position can also involve regularly moving between warm (kitchen) and cold (cool room) locations. Moderate machine and crowd noise levels exist in the working environment.

OPERATIONS GUIDELINES:

The property maintains operational guidelines for personnel that are intended to create a safe and productive working environment, and a professional and appealing guest experience. The full set of guidelines will be provided to shortlisted applicants, although they may change from time to time. The following are two key guidelines:

MOBILE DEVICES: Personal mobile devices may not be accessed or used during shifts, except on breaks. All personal devices must be stowed in lockers or vehicles during shifts. Emergency contact support is provided through the main venue telephone number.

PERSONAL VISITORS: Personal visitors should not attend the property, distract or disrupt you from your responsibilities during your shift. Guest of the venues excepted.

SECURITY BACKGROUND and **REFERENCE CHECKS** may be undertaken.

Location of job: Bungendore, NSW

Prepared by:

Date: 26 May 2016

Wintergarden – TOM WILLS – *Myees* – ELM PARK – ROSE COTTAGE



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