



HOTELS

POSITION DESCRIPTION

Our Mission

Exceptional individuals delivering exceptional experiences

Our Vision

We will be the pre-eminent standard of modern luxury and hospitality.
We will be a destination that every discerning traveler aspires to stay at and
that every hospitality professional aspires to work for.

Service First Commitment

I commit to consistently making each Guest's experience exceptional and memorable.

Core Values

Social Responsibility to the Community
A Passion to Deliver Exceptional Guest Service
Commitment of Flawless Attention to Detail
Nurturing Continuous Self-improvement

Kitchen Focus

*Creating memorable and pleasurable culinary experiences by positively adjusting to the individual needs
of our Guest.*

Department: Kitchen

Date Revised: January 2010

Position Title: Chef de Partie

Property: Vintage Hotels

Reports To: Executive Chef

Position Summary: Responsible for the supervision and preparation of meals and beverages in a timely and efficient manner consistent with high quality standards.

Duties and Responsibilities:

Primary Responsibilities:

- **Providing personalized and exceptional guest service at every given opportunity.**
- Ensures Team Members have all the foods which are required to serve the menu and/or fill up the buffet for breakfast, lunch, or dinner on a daily basis.
- Responsible for supervision of and cooking of preparatory cooking of soup stocks and other preliminary preparation of food based on the menu requirements daily.

- Supervises and directs kitchen Team Members by scheduling workload, assisting Team Members when required to meet the cooking requirements.
- Acts as a team leader with Kitchen Team Members. Cooks and sets up the buffet for breakfast /lunch/brunch and for a la carte menu items.
- Ensures the rotation of food stocks and performs inventory control function.
- Checks the kitchen function sheets daily to ensure that the food items are available and that special item menu and/or buffet requirements are attainable.
- Ensures that the Team Members lunch is made and delivered to the Team Member restaurant daily.
- Ensures the kitchen standards are upheld at all times both personally and by team members.
- Having a thorough knowledge of Vintage Hotels' products and services.
- Suggesting additional products and services meeting our guests' specific preferences.
- All other duties as assigned.

Health and Safety Responsibilities

- An employer/Manager shall ensure that,
 - (a) the equipment, materials and protective devices are provided as prescribed;
 - (b) the equipment, materials and protective devices provided by the employer are maintained in good condition;
 - (c) the measures and procedures prescribed are carried out in the workplace;
 - (d) the equipment, materials and protective devices provided by the employer are used as prescribed; and
 - (e) a floor, roof, wall, pillar, support or other part of a workplace is capable of supporting all loads to which it may be subjected without causing the materials therein to be stressed beyond the allowable unit stresses established under the Building Code Act.
- An employer/Manager shall,
 - (a) provide information, instruction and supervision to a worker to protect the health and safety of the worker,
 - (b) in a medical emergency for the purpose of diagnosis or treatment, provide, upon request, information in the possession of the employer, including confidential business information, to a legally qualified medical practitioner and to such other persons as may be prescribed;
 - (c) when appointing a supervisor, appoint a competent person;
 - (d) acquaint a worker or a person in authority over a worker with any hazard in the work and in the handling storage, use, disposal and transport of any article, device, equipment or a biological, chemical or physical agent;
 - (e) afford assistance and co-operation to a health and safety committee in the carrying out by the committee of any of their functions;
 - (f) only employ in or about a workplace a person over such age as may be prescribed (14 years of age in all areas with the exception of kitchen where minimum age requirement is 15);
 - (g) not knowingly permit a person who is under such age as may be prescribed to be in or about a workplace;
 - (h) take every precaution reasonable in the circumstances for the protection of the worker;
 - (i) ensure a copy of the Occupational Health & Safety Act and any explanatory material prepared by the Ministry, is posted if not available advise Human Resources immediately.
 - (j) prepare and review at least annually a written health and safety policy and develop and maintain a program to implement that policy;
 - (k) post at a conspicuous location in the workplace a copy of the health and safety policy;
 - (l) provide to the health and safety committee the results of a report respecting health and safety that is in the employer's possession and, if that report is in writing, a copy of the portions of the report that concern health and safety; and
 - (m) advise workers of the results of a report and, if the report is in writing, make available to them on request copies of the portions of the report that concern health and safety.
- An employer/Manager may appoint himself/herself as a supervisor where the employer/Manager is a competent person

- In addition, an employer/Manager shall,
 - (a) notify a General Manager/Director of the use or introduction into a workplace of such biological, chemical or physical agents as may be prescribed;
 - (b) where so prescribed, provide a worker with written instructions as to the measures and procedures to be taken for the protection of a worker; and
 - (c) carry out such training programs for workers, supervisors and health and safety committee members as may be prescribed.
- Comply with all Vintage Hotels health & safety policies.
- Perform departmental workplace inspections as assigned.
- Conduct safety talks as assigned.
- Conduct incident investigations.
- Conduct team member health & safety training and performing team member safety observance.
- Correct substandard acts or conditions through Human Resources Standard & Procedure “C.15 Progressive Corrective Action”.
- Commend team members on safe work practices and performance.
- Always ensure that workplace accidents/injuries are reported immediately to a Manager/Supervisor.
- Possesses knowledge of the requirements and carries out all duties in accordance with the Ontario Occupational Health & Safety Act. The Act is posted at each Team Member bulletin board and outlines the rights and responsibilities of both Management and Team Members.

Professional Requirements:

- Certificate in Cooking through recognized Culinary Institute with apprenticeship program completed.
- Five plus (5+) years progressive experience in a fine dining establishment.
- Good decision making ability and above average oral communication skills.
- Good safety training and/or knowledge required.
- Current Safe Food Handler’s Certificate.
- Previous up-selling and/or sales experience is considered an asset.

Personal Attributes:

- Team leader.
- Good interpersonal skills.
- Good personal hygiene.
- Excellent organizational skills.
- Self-starter.
- Confidence in selling and up-selling products and services.
- Positive sales oriented personality.
- Desire to meet goals.
- Ethical and honest.

Physical Requirements:

- Bend and lift (30-59 lbs.) daily
- Stress caused by lack of time to complete all duties, mishaps, and conflicts occasionally with restaurant Team Members.
- Standing for extended period of time.
- Working in extreme temperatures of hot and cold for extended periods of time.