

Position Description



| | |
|-----------------------|--|
| TITLE | Chef de partie |
| CLASSIFICATION | Level 5 |
| AWARD | Restaurant Industry Award 2010 |
| INCUMBENT | |
| REPORTS TO | Head Chef Sous Chef |
| WORK LOCATION | 12 Armstrong Street North, Ballarat 14 Armstrong Street North, Ballarat, 200 Victoria Street, Ballarat East and 1771 Sturt Street, Alfredton |

CONTEXT

Established in 2010 by brothers Chris and Tim Matthews, The Forge Pizzeria creates delicious woodfired pizzas and a contemporary Italian menu, with a focus on fresh local produce and high quality deli ingredients. We pride ourselves on perfection, passion and a fun, laid-back atmosphere.

There is a fully serviced 200 seat restaurant in Armstrong Street, Central Ballarat, which complements the 20 seat take-away store in Sturt Street, Alfredton and the newly opened takeaway store in Victoria Street, Ballarat East. There are also two rolling pizza ovens which operate at various events and functions.

In 2015, a new functions and events space was launched, Housey Housey, located at 12 Armstrong Street North, Central Ballarat.

ABOUT THE ROLE

The position of Chef de partie is responsible for consistently producing quality dishes in a timely manner whilst displaying a strong focus on a quality customer service experience. The Chef de partie will be required to work unsupervised, and also within a team environment. They may be responsible for the supervision of staff, running functions, ordering of stock and may also contribute to product and menu development.

DUTY OF CARE

The Chef de partie will be required to fulfil all duties, as outlined in this position description, to the best of their ability. The Chef de partie will always act with the best interests and intentions of The Forge Pizzeria brand and the company. The Chef de partie will treat customers, staff and others with respect and courtesy.

DECISION MAKING

The Chef de partie will be required to perform all duties as outlined in this position description, and with the guidance of the Head Chef (or Sous Chef), will be responsible for making all decisions relating to the preparation and services of meals, and the organisation of the kitchen and storage areas.

BUSINESS RELATIONSHIPS

Reports to: Head Chef
 Sous Chef (in the absence of the Head Chef)
 Pizza manager (on occasion and as directed by above)

Internal Liaisons: Front of House Staff
 Back of House Staff
 Events Manager
 General Manager
 Pizza Manager (if appointed)
 Directors

Supervises: Apprentices
 Back of House staff

DUTIES

The Chef de partie's role consists of:

- The preparation, cooking and service of meals including kitchen and pizza meals.
- Operate commercial cooking equipment, including, but not limited to, fryers, ovens and stoves.
- General kitchen cleaning duties, such as dish washing and equipment cleaning.
- Clearly communicate with other employees and management.
- Delegation of tasks to Back of House staff and Apprentices, including, but not limited to, cleaning schedules, prep and service tasks.
- Assist with the management of immediate rosters, with particular consideration for bookings, forecasts, shift swaps, clocking on/off and absences.
- Assist the Head Chef and Sous Chef with the ordering, receiving and storage of stock and supplies.
- Assist the Head Chef and Sous Chef with menu and specials development, including sourcing supplies and costings.
- Working with management to ensure the effective operation and the delivery of a quality product at The Forge Pizzeria.
- Ensuring a safe and compliant environment for the restaurant staff and customers.
- Compliance to the Food and Safety Program; including but not limited to; accurate temperature logs, accurate delivery logs, maintenance documentation, adherence to cleaning schedules and development of any additional materials to ensure a high standard is developed and maintained.
- Performing administration tasks when required.
- The specific role may vary throughout a shift, on an as needs basis.
- There will be other duties that will be required by the Chef de partie at the request of The Forge Pizzeria Pty Ltd, by the individual Directors or management representatives thereof.
- The Chef de partie will be allocated a specific role within the Back of House area during a shift, relevant to the needs of the business, and the incumbent's skills and experience. The Back of House area consists of the following roles:
 - Pizza Stretcher - stretching the dough ball into a pizza base, ready for the pizza to be made.
 - Pizza Maker - adding the specified ingredients to the pizza base.
 - Wood Fired Oven - cooking the pizza and other dishes in the woodfired oven.
 - Pass - check of all meals prior to being served to the customer.
 - Pasta - assemble and prepare ingredients for of all pasta and risotto meals.

- Larder - assemble and prepare ingredients for all items not requiring cooking, eg. salads, desserts.
- Grill - assemble and prepare ingredients for all other cooked items.
- Functions – assemble and prepare all food items for functions, and adhering to event schedules.
- Prep - preparing all food items ready for service period and functions.
- Kitchen porter - cleaning dishes and kitchen hand duties.

SKILLS AND ATTRIBUTES

Skills and attributes that the Chef de partie should possess and display:

- Excellent organisational and time management skills, including the ability to work quickly whilst maintaining quality and consistency.
- Accuracy and attention to detail, particularly in relation to food quality and service standards.
- Ability to follow instructions.
- Ability to operate without direct supervision, including displaying initiative and problem solving as required.
- Ability to supervise other employees, when required.
- Excellent verbal communication skills.
- Sound written communication skills.
- Excellent product knowledge, relevant to the hospitality industry.
- Ability to adapt quickly and positively to changes.
- Desire to improve skills and knowledge, and to accept and act upon constructive feedback.

QUALIFICATIONS AND EXPERIENCE

The Chef de partie should have the following qualifications and experience:

- Completion of an apprenticeship, has passed the appropriate trade test, or who has the appropriate level of training in cooking, butchering or pastry cooking.

THE FORGE PIZZERIA VALUES

The Forge Values are a direct representation of the culture of our business. Our aim is to align each employee's values with those of the business to allow each employee to prosper both in the workplace and personally. Our values are summarised by our Culture Commitment, as attached.

HEALTH AND SAFETY

From a Health and Safety perspective, The Forge Pizzeria is committed to providing a safe and compliant environment for all staff, customers and stakeholders. All staff are required to:

- Adhere to any relevant Policies and Procedures.
- Report hazards and other unsafe practices.
- Report injuries as soon as possible to your Manager/Supervisor.
- Commit to the continuous improvement of Policies and Procedures relating to safety and the general operation of the business.



The Forge Pizzeria Culture Commitment

The Forge Pizzeria is on a journey, inspired by a simple desire to give the best possible gourmet pizza experience to as many people as possible.

We believe in welcoming people into our business like we would our own home. We are the heartbeat of our community. We create spaces with a good family vibe, where everyone feels welcome. **We believe in the power of learning by doing, making mistakes, and listening well.** We are all learners first, trainers next and we play our role to the best of our ability. We are committed to sharing our knowledge and skills with the next generation. **We believe in being human.** We bring our whole self to work, we are kind, understanding and reliable. We don't take ourselves too seriously though, after all we're making pizzas, not parachutes. **We believe in ownership.** We are responsible for the unwiped bench, a piece of rubbish or an imperfect pizza. Regardless of our role, it's up to us to speak up and put it right. **We believe in respect.** We respect the Traditional Owners of the land, respect the environment, respect our things, respect each other and our customers. We like to be respected too.

We all have somewhere to be, and we choose to be at The Forge Pizzeria.