

Unit 301: Developing opportunities for progression in the culinary industry

Handout 5: Responsibilities of a chef de partie

Planning

As a supervisor within the professional kitchen environment you should understand the need to plan with regards to:

- **The setting and communication of targets** – this includes short-term and medium-term targets to ensure the needs of the business and individuals are being met. Good communication skills are of the utmost importance in order to keep your team informed
- **Development of work schedules** – supervisors must ensure their team meets the output requirements of the business. Supervisors achieve this by managing one of their most important resources – manpower. This scheduling includes planning work rotas, as well as task allocation to meet output.
- **Team development** – the supervisor has a responsibility to develop team members, both professionally and socially. This is achieved by planning training, coaching and mentoring.
- **Health, safety and welfare** – this must be the prime consideration for any supervisor. As the supervisor you must identify the individual needs of your staff; they will all be different.

Consideration should be given to:

- Health and safety training
 - Staff experience – inexperienced staff may need more training
 - Frequency of training
 - Level of training required – dependent on job role
 - Welfare responsibilities.
- **Risk assessments** – supervisors must carry out risk assessment to identify any risks to their staff and plan to reduce or remove these risks.

Monitoring

The supervisor is indispensable to any food business, as they are normally in charge of the output. This places responsibilities on them to monitor areas on behalf of the management. These include:

- **Quality of products** – within the professional kitchen the customer is focused on the product they receive. Supervisors must monitor the quality of this product to ensure the standards expected by the business are being met
- **Production/service time requirements** – supervisors must monitor chefs under their control to make sure they are producing their work in line with the business needs and customer expectations. This includes the requirement to meet deadlines and targets set, in terms of the delivery time of the products.
- **Behaviours and performance** – one of the key tasks of a supervisor is to monitor staff in terms of behaviours and performance. This ensures that health and safety issues are less likely to arise, performance targets are met and individuals are recognised for good performance in the kitchen.
- **Issues, problems and correctives action** – supervisors are appointed for their knowledge, skills and abilities. It is these characteristics that will help them deal with issues such as resource shortages – from staff to ingredients. In monitoring their workplace, they may see problems and issues develop and thereby intervene with corrective actions before they effect the customer.
- **Policies and procedures** – the supervisor is the management representative on the 'shop floor'. It is their responsibility to ensure staff comply with the policies and procedures set out by the business. This may include dress and behavioral code, work practices, and health and safety policy, among others.
- **Health, safety and welfare** – through correct monitoring of staff, supervisors can observe chefs in their working practices. This allows them to see unsafe practices and intervene before accidents occur. Supervisors will also develop working relationships with staff and good monitoring procedures can see changes in attitudes or behaviours. This monitoring will allow them to support staff with any welfare issues that may arise.

Reviewing

Reviewing is the practice of looking at what has happened and what can be done to improve outcomes in the future. As a supervisor, reviewing should be considered in view of the business' and individual needs. This includes:

- **Short term** – the supervisor is looking at the day-to-day activity of the workplace. Observing the practices, the output and the staff on a daily basis, then reviewing to identify areas for immediate improvement.
- **Medium term** – allows the supervisor to observe over a period of time (no more than three months) and consider the actions required to develop the team or environment for the future.
- **Long term** – normally a function for management. However, the supervisor has an important role to play in advising management on what is happening on a day-to-day basis within the professional kitchen.