

National Occupational Standards

Sector: Hospitality and Tourism

Occupation: Chef de Partie

MQF Level: 3

Units:

- CDP 301-Health and safety at the workplace
- CDP 302: Preparation of area, equipment and items for food preparation and service
- CDP 303: Food preparation, production, presentation and setup
- CDP 304: Work station management
- CDP 305: Post service cleaning and clearing of service areas
- CDP 306: Work ethics

CDP 301-Health and safety at the workplace

This unit lists the knowledge and skills needed by a person holding this position to carry out work in compliance with health and safety requirements. Upon completion of the unit, the persons carrying out this work will possess the necessary knowledge and skills to follow health and safety procedures which ensure that their actions do not create health and safety risks to self or others.

Performance Criteria:

The candidate must have the necessary knowledge and skills to:

1. Carry out safe working practices according to the workplace health and safety regulations
2. Use tools, equipment, materials and ingredients in an appropriate manner to prevent damage to the work areas
3. Follow health and safety regulations for storing and preserving materials, food items, and equipment
4. Use protective clothing and safety equipment to accomplish tasks where necessary.
5. Deal with hazards or injury in a professional manner

Required Knowledge

The level 3 Chef de Partie must know and explain:

1. The roles and responsibilities of themselves and others under the Health and Safety Act as amended by Act XXXII of 2007 and Legal Notice 426 of 2007
2. The legal notice 293 of 2016 main scope and the individual legal responsibilities, with particular interest in S.L. 424.30
3. Health concerns associated with the workplace and safe practices when carrying out work
4. Potential hazards at the place of work (such as electricity, slippery surfaces, contaminants, irritants, fire, heights, and improper use of tools and equipment)
5. The importance of being alert to the presence of hazards at the place of work
6. The precautions to be taken to abide by health and safety regulations
7. The health and safety risks associated with their role regarding tools, materials, ingredients, and equipment
8. Any toxic effect of materials and ingredients used
9. Different methods used to protect work areas and equipment from damage
10. The workplace instructions and policies for protecting work areas and equipment from damage
11. The necessary personal safety precautions including the use of protective clothing and equipment for a range of applications

12. The procedures for dealing with potential hazardous material in the place of work
13. The first aid facilities that exist within work area
14. Emergency procedures in the workplace
15. Contact details of responsible persons to whom to report health and safety matters

Required Skills

The level 3 Chef de Partie must be able to:

1. Comply with duties and obligations defined in the Health and Safety Act as amended by Act XXXII of 2007 and Legal Notice 426 of 2007
2. Work according to Health and Safety regulations and other relevant regulations that apply on the job
3. Identify which health and safety procedures are applicable and relevant to their particular working environment
4. Adhere to work productions and service processes as per legitimate instructions.
5. Control health and safety hazards within own capability and job responsibility
6. Comply with warning signs displayed at the workplace and set up safety signs when necessary
7. Ensure the safe use, maintenance, and storage of tools and equipment based on workplace policies and instructions
8. Protect work areas from damage and perform work functions without damaging work areas
9. Equip oneself with the appropriate personal protective clothing and safety equipment for specific tasks
10. Identify any hazards or hazardous materials at the workplace
11. Deal with hazards, risks and hazardous material according to workplace regulations
12. Seek expert assistance when help is needed and falls out of own responsibility
13. Follow emergency procedures in the workplace
14. Recognize emergency situations and report immediately to superiors
15. Contact relevant authorities in case of emergency

CDP 302: Preparation of area, equipment and items for food preparation and service

This unit lists the knowledge and skills needed by a person holding this position to carry out work related to the preparation of back of house areas used for food preparation. Upon completion of the unit, the persons carrying out this work will possess the necessary knowledge and skills to prepare, clean and clear areas and equipment prior to conducting any food preparation for service.

Performance Criteria

The candidate must have the necessary knowledge and skills to:

1. Ensure that work areas are ready for service
2. Ensure that the cooking equipment is clean, undamaged and set up prior to service
3. Ensure that a sufficient and adequate supply of working items are stored appropriately and ready for service

Required Knowledge

The level 3 Chef de Partie must know and explain:

1. The different service types and functions
2. Where and how the work area needs to be set up according to the service type
3. How to work according the “clean as you go” concept
4. The importance of maintaining good hygiene practices in the work and service areas
5. Methods to limit waste and to carry out proper waste disposal
6. The colour coding of waste separation baskets
7. The adequate use and professional terminology of tools, equipment and products relevant and needed within own station
8. The procedures for cleaning different tools and equipment
9. The colour coding of chopping boards
10. The stock needs for an effective and efficient service, including consumables, service tools and equipment

Required Skills

The level 3 Chef de Partie must be able to:

1. Ensure cleaning is conducted according to procedures with appropriate cleaning materials
2. Ensure that the food service and work areas are clean and undamaged prior to the beginning of the food service
3. Ensure waste is being disposed of adequately
4. Ensure that correct cleaning procedures for consumables, tools and equipment are carried out as needed for service
5. Identify the list of material, equipment, tools and ingredients required for the particular service that will be conducted
6. Carry out necessary checks prior to service to confirm that the needed tools, equipment, materials and ingredients are available, clean, undamaged and fit for purpose
7. Conduct periodical checks for expiry dates of food products needed for service
8. Estimate the expected consumption of necessary stock items
9. Ensure ingredients and commodities are prepared and ready for cooking prior to service.

CDP 303: Food preparation, production, presentation and setup

This unit lists the knowledge and skills needed by a person holding this position to carry out work related to the food preparation, production, presentation and setup. Upon completion of the unit, the persons carrying out this work will possess the necessary knowledge and skills to apply the correct procedures for preparation, production and presentation of food items for *a la carte* and/or buffet menu according to workplace standards and recipes. This person fulfilling requirements of this unit will be able to oversee a section of the kitchen.

Performance Criteria

The candidate must have the necessary knowledge and skills to:

1. Prepare dishes in accordance with workplace menu, recipes and standards
2. Handle correctly kitchen equipment and cooking tools
3. Ensure all dishes are served, garnished and presented according to workplace standards

Required Knowledge

The level 3 Chef de Partie must know and explain:

1. The main ingredients used to prepare the station dishes and ways to handle them
2. Condiments and accompaniments used for the station dishes
3. All recipes needed to prepare station dishes
4. Main hot and cold techniques for pre processing raw materials
5. Workplace standards for preparing and cooking dishes
6. Advanced up-to-date products and food preparation techniques.
7. Different techniques to handle allergens and special dietary requirements
8. All menu items, recipes, methods of production and presentation standards followed at the workplace
9. Functions of different equipment and tools needed to prepare food in one's station.
10. The different workplace set ups and food presentation guidelines for the different service types

Required Skills

The level 3 Chef de partie must be able to:

1. Handle daily food preparations related to own station
2. Communicate effectively with superiors about daily requirements, events and functions
3. Prepare raw material for cooking following proper and relevant cold pre processing techniques (sorting, washing, peeling, chopping, marinating...)
4. Prepare raw material for cooking following proper and relevant hot pre processing techniques (boiling, frying, grilling...)
5. Adhere to cooking and food preparation procedures according to health and safety regulations and other workplace standards
6. Select the needed food items and ingredients while ensuring that quality standards are met.
7. Prepare dishes and accompaniments related to own station based on workplace recipes
8. Monitor portion and waste control to limit wastage
9. Ensure dish has correct flavour, consistency and quantity
10. Choose and use tools and equipment correctly for specific tasks
11. Ensure the dishes are prepared to the correct temperature, correctly garnished, presented in correct portion according to workplace standards
12. Ensure the dishes are ready on time to be served to the customer whilst respecting dietary needs and other requests

CDP 304: Work station management

This unit lists the knowledge and skills needed by a person holding this position to manage own station. Upon completion of the unit, the persons carrying out this work will possess the necessary knowledge and skills to run and supervise any of the kitchen sections based on standards set by the workplace management. This person fulfilling requirements of this unit will be able to effectively manage a section of the kitchen.

Performance Criteria

The candidate must have the necessary knowledge and skills to:

1. Manage goods and products within own working station
2. Communicate with and guide subordinates within own working station
3. Organize and coordinate different functions within own working station

Required Knowledge

The level 3 Chef de Partie must know and explain:

1. The workplace procedures for documenting, reporting, receiving, and managing stock within own working station
2. The different equipment and tools needed to perform functions within working station
3. The workplace procedures for reporting malfunctioning of tools and equipment
4. Roles and functions of subordinates and superiors within own working station
5. The interconnectivity of the different sections and departments at the place of work
6. How to obtain information on the daily functions and workload and how to organize work accordingly
7. The key aspects needed to hand over any end of shift information or reports following workplace procedures

Required Skills

The level 3 Chef de Partie must be able to:

1. Identify the daily estimated volume of products needed to perform all cooking functions
2. Organize workplace (including proper labelling of products) to ensure smooth functioning
3. Ensure adequate storage conditions
4. Manage documentation of stock based on workplace policies
5. Receive all provisions, fresh and frozen, in accordance with workplace procedures

6. Identify any shortages and act accordingly
7. Maintain all station equipment and report malfunctioning
8. Communicate clear instructions to subordinates within own station
9. Guide and instruct subordinates on a daily basis to ensure motivation and efficient working environment
10. Gather information from superiors needed to plan and organize workload
11. Plan work and prioritize tasks based on daily workload
12. Establish effective communication with other staff members
13. Organize and supervise own work and those of subordinates
14. Handover any end of shift reports following workplace policies

CDP 305: Post service cleaning and clearing of service areas

This unit lists the knowledge and skills needed by a person holding this position to carry out post service cleaning and clearing of service areas. Upon completion of the unit, the persons carrying out this work will be able to identify and apply the correct procedures for clearing up and reorganizing the workplace after completion of food service.

Performance Criteria

The candidate must have the necessary knowledge and skills to:

1. Ensure that the work station is cleared up and cleaned adequately following service
2. Ensure that the work station is reorganized correctly following workplace procedures
3. Dispose of the leftovers, garbage and unwanted items in an appropriate manner

Required Knowledge

The Level 3 Chef de Partie must know and explain:

1. The different procedures and processes followed to clean specific tools and equipments
2. The different procedures for storing the food products
3. The importance and manner to safely store tools and equipment after use
4. How to dispose of waste generated
5. The appropriate cleaning chemicals for different surfaces

Required Skills

The Level 3 Chef de Partie must be able to :

1. Identify which tools and equipment need to be cleaned following each service function when applicable
2. Supervise the correct cleaning is conducted for the different types of tools and equipments
3. Ensure that cleaning tasks are carried out in line with food and safety Act of 2002
4. Identify stock consumption during service and ensure replenishment
5. Cover and store food items following workplace procedures
6. Check that food items are stocked up and ready for next service if necessary
7. Ensure that cleaning tasks do not pose hazards to others
8. Carry out appropriate methods for waste disposal taking all necessary precautions

CDP 306: Work ethics

This unit lists the knowledge and skills needed by a person holding this position to carry out work in an ethical and professional manner. This unit covers work ethics related to relations with customers and colleagues.

Performance Criteria

The candidate must have the necessary knowledge and skills to:

1. Maintain a professional and courteous attitude with customers and colleagues
2. Maintain a harmonious team work environment with colleagues
3. Respect work obligations
4. Deal with difficult or unexpected situations in a professional manner

Required Knowledge

The level 3 Chef de Partie must know and explain:

1. The meaning and implications of a customer centric business
2. The importance of maintaining a team ethos among colleagues
3. The rules and regulations of the workplace
4. Own duties, functions and responsibilities
5. The duties and functions of subordinates
6. Basic emotional management

Required Skills

The level 3 Chef de Partie must be able to:

1. Value customers and colleagues by adopting a courteous attitude and by showing a proactive approach
2. Address clients and colleagues in a professional manner at all times while showing awareness of cultural diversity
3. Ensure customer satisfaction whilst supervising and conducting service tasks
4. Effectively deal with customer complaints to maintain high satisfaction levels among clientele
5. Create and maintain a positive ethos among employees during the execution of the service tasks
6. Ensure tasks are carried out effectively and efficiently according to the workplace standards and procedures

7. Attend work on a timely and presentable manner wearing clean and appropriate clothing according to the workplace requirements
8. Respect and follow superiors' instructions
9. Guide and instruct subordinates in a positive, professional and polite manner