



We're Skyliners
Inspired by every smile.

Position Description

Company	Skyline Queenstown	Date	October 2025
Title	Chef de Partie	Reports to	Executive Chef Head Chef Sous Chef
Team	Kitchen	Location	Queenstown

Our Purpose

Skyline's purpose is to share real fun with the world. Gravity is our superpower. But not our only power...

The purpose of this role is to support the smooth, efficient, and professional daily operation of the kitchen, ensuring an exceptional dining experience and maximum guest satisfaction. The role requires consistently carrying out the Chef's directions and task allocations to the highest professional standard, while upholding all legislative requirements for safety, security, hygiene, and administration.

Our Strategic Goals

DELIVER:

Target ROI from all
SEL Business units

INVEST:

In high potential
businesses in
outstanding
locations

OPERATE:

An efficient, agile
and sustainable
business

EMPOWER:

Empower our people
to deliver real fun

Our Values and Culture

Skyline Queenstown is a leader in the New Zealand travel and tourism sector. We are successful because of the commitment of our staff towards our company's purpose; to share real fun with the world. We have three values that sum up how we communicate, behave, and work together to achieve our goals. We're Skyliners. We're brave, we care, and we do everything we can to deliver real fun and make people smile.

**we're
brave**

**we
care**

**we
do**



skyline.co.nz

Scope of Role

Responsible for

The Chef de Partie is responsible for managing an assigned section of the kitchen, ensuring the preparation and presentation of food consistently meets the highest standards of quality, taste, and appearance. This role supports the Head Chef and Sous Chefs in maintaining smooth kitchen operations, supervising and guiding junior staff, and upholding strict standards of hygiene, safety, and efficiency. By controlling stock, minimizing waste, and contributing to menu development, the Chef de Partie plays a key role in delivering an exceptional dining experience for all guests.

Key Relationships

Internal

- All Departments
- All F&B departments and outlets
- All Kitchen staff

External

- Guests
- Service/Produce Suppliers

Key Accountabilities and Tasks

Main Responsibilities

Description

- Oversee and manage the assigned kitchen section independently, supervising and supporting junior staff.
- Maintain consistent standards of product and service quality, monitoring output and analysing guest satisfaction.
- Control food production in the assigned area, ensuring minimal wastage and preventing overproduction.
- Liaise regularly with the Executive Chef, Head Chef, and Sous Chefs to address quality issues, share improvement ideas, and support new product or service initiatives.
- Assist senior chefs with menu development, ensuring new dishes are correctly costed and implemented in line with SOPs.
- Ensure kitchen operations run efficiently to support smooth restaurant and bar service.
- Ensure all team members are appropriately attired, well-presented, and equipped with necessary tools and supplies.
- Monitor and maintain kitchen plant and equipment, reporting issues promptly to the maintenance team.
- Ensure compliance with CHOMP procedures, monitor documentation, and facilitate staff training (both onboarding and continuous development).
- Place and manage food orders in line with SOPs, coordinating with Purchasing to address requisitions, stock variances, spoilage, and excess inventory.
- Monitor and record food temperatures, adhering to correct procedures for chilling, reheating, and holding.
- Oversee food rotation, storage practices, and temperature controls to maintain hygiene and safety standards.



	• Communicate with relevant departments to resolve sanitation and equipment issues quickly. • Keep Head Chef / Sous Chef updated on production challenges, staffing concerns, and operational improvements. • Ensure recipes are regularly updated to reflect changes in ingredient availability or Chef direction. • Contribute to continuous improvement by suggesting ways to enhance workflow, efficiency, and output. • Adjust production levels to meet forecast demands, collaborating with other sections for shared product needs. • Delegate tasks fairly and consistently, supporting staff development while maintaining smooth production flow. • Maintain and submit food waste and production logs to track efficiency and support waste reduction goals.
Guest Services Responsibilities	• Responsible for delivering and maintaining exceptional guest service standards across the main Restaurant and Bar areas. • Respond promptly and appropriately to guest complaints, resolving issues within established guidelines. • Handle guest enquiries regarding Skyline and Queenstown or refer them to the appropriate Head of Department or Senior Management when required. • Prioritize guest needs above all other activities, consistently delivering the highest level of service. • Address guest requests and queries in a timely, professional, and efficient manner. • Monitor guest interactions and experiences, ensuring satisfaction with all products and services. • Maintain comprehensive knowledge of departmental offerings, products, and services to provide accurate information and support.
Other Responsibilities	• Work collaboratively with colleagues, fostering a supportive and positive team culture. • Assist with stock control, restocking, and proper inventory rotation within the kitchen. • Adhere to company sustainability practices, including minimizing waste and following recycling procedures. • Maintain flexibility by performing any other reasonable duties as requested by senior chefs or management.
Social, Environmental & Governance Sustainability	Ensure any actions, projects or proposals consider and proactively support the priorities of the Skyline Sustainability Framework:  People Caring for our people, our communities and our customers  Place A light footprint on the land, guardians of our places  Prosperity A value-driven responsible business • Ensure recycling and waste management practices are carried out where possible.



Health & Safety	• Maintain your work area to an environmentally acceptable standard. • Make suggestions for environmentally sustainable improvements.
	Ensure a personal and organisational commitment to, and delivery against, health and safety (Safe Place, Safe People, Safe Practices) and sustainability objectives. • Take responsibility for meeting Skyline's obligations in workplace health and safety by making sure own actions keep yourself and others safe. • Conduct your work in a safe and reliable manner, adhering to Skyline's H&S procedures. • Champion and advocate H&S where appropriate in your everyday interactions. • Undertake H&S administrative processes as required.

Knowledge, Experience & Qualifications

Essential	• 3 + years of kitchen experience or relevant qualification • able to produce a quality product and maintain a high level of food safety and hygiene	Desirable	• a passion for providing fantastic service and a genuine interest to work in the hospitality industry • strong knowledge of food safety, hygiene, and New Zealand Food Control Plan
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Person Specification / Key Attributes

Essential	• highly organised • excellent communication skills • a positive "can-do" attitude and takes pride in their work • the ability to multi-task and the confidence to use your initiative • attention to detail and the ability to follow procedures and processes • ability to work efficiently under pressure while maintaining high standards
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Change of Position Description

From time to time, it may be necessary to consider changes in the position description in response to the changing nature of our work environment. This position description may be reviewed and amended from time to time during your employment after consultation with you.

Employee Name:		
Employee Signature:		
Date:		

