

# Jane Smith

Chef de Partie

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Experienced chef with over 5 years of experience in the food service and hospitality industry and a Level 3 NVQ in Professional Cookery. A competent pastry chef, passionate about cooking with fresh produce across all kitchen sections. Confident in implementing hygiene regulations and health and safety procedures. Able to run the pass for small restaurant services and mass catering, working collaboratively with fellow chefs and front-of-house staff.

## Areas of Expertise

◆ Health, safety and hygiene	◆ Mass catering	◆ Banqueting and functions
◆ Menu development	◆ Stock ordering	◆ Stock control
◆ Training colleagues	◆ Staff onboarding	◆ Pastry

## Professional Experience

**The Hotel, London**  
Chef de Partie

March 2018 – Present

Contributed to the catering function and worked as part of the kitchen team to support the hotel's restaurant and events, including weddings, work functions, mass catering, and Christmas and New Year's Eve parties. Assisted with food ordering, stock control, stock rotation, and deliveries. Liaised with front-of-house staff to ensure that covers were taken and delivered efficiently. Worked across the pastry, starters, mains and vegetable sections.

- Ran the kitchen independently when working on mains section for 8 months
- Played a key role in the successful delivery of banqueting functions, often catering for up to 150 guests
- Collaborated with the Head Chef to develop and roll out new dessert menus in line with seasonal produce
- Ensured that standards of hygiene were maintained and improved wherever possible
- Minimised waste
- Frequently onboarded new chefs and kitchen staff

**The Restaurant, London**  
Commis Chef

November 2015 – March 2018

Assisted with the food preparation process, particularly the pastry section. Cooked and prepared elements of high-quality dishes. Assisted the Chef de Partie and other chefs during service. Helped with stock rotation, deliveries and restocking. Contributed to maintaining kitchen and food safety standards. Assisted with costing and planning menus according to upcoming bookings and events.

- Developed a stock rotation checklist based on average use by dates to mitigate stock loss
- Helped improve customer satisfaction scores for 2016, with rates improving from 91% to 95%
- Took the lead on several dessert menu options, using seasonal ingredients to keep costs low

**The Kitchen, London**  
Kitchen Assistant

July 2012 – October 2015

Contributed to the kitchen service, working alongside the team of chefs. Assisted with food preparation. Cleaned and sanitised all areas of the kitchen used for meal preparation, along with ovens, grills, sinks and stoves, plus work surfaces, walls and floors. Kept freezers, fridges, storage and back of house areas clean and organised. Assisted with the loading and unloading of deliveries and supply vehicles and ensured stock was stored in the correct areas.

- Played a key role in securing The Kitchen's five-star food hygiene rating
- Upheld exceptional timekeeping and reliability in a varied work environment
- Demonstrated an ability to manage pressure, prioritise tasks and communicate effectively at all levels

**The Shop, London**  
**Customer Service Advisor**

**September 2010 – July 2012**

Undertook a part-time position, alongside college commitments, serving customers, dealing with customer complaints and queries, training checkout staff and supporting colleagues in the stock room.

- Took initiative with customers and gave great service
- Demonstrated faultless product and in-store service knowledge
- Built strong relationships with colleagues to create a team spirit and celebrate success

## **Education**

**NVQ Level 3 Professional Cookery**

London College of Technology

**BTEC Level 3 Extended Diploma in Catering and Hospitality Management**

London College of Technology

**12 GCSEs grades B-C**

London Secondary School

## **Professional Training**

BII National Cert Personal Licence Holder

Level 2 CIEH Award in Food Hygiene

British Red Cross Emergency First Aid at Work