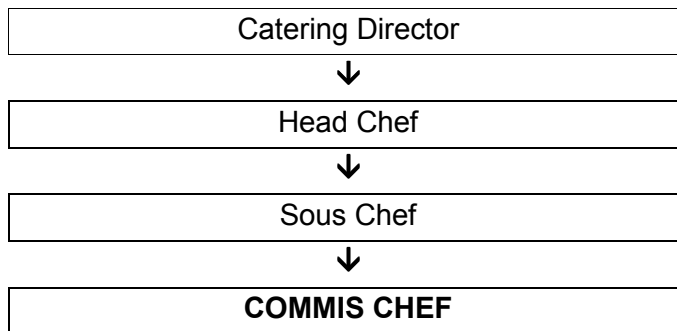




JOB DESCRIPTION

Department: Catering Department **Job code:** CC-CC-05
Job title: Commis Chef **Date:** October 2005

Organisation chart:



Purpose of job: To assist the Head Chef in ensuring that the highest possible standard of food preparation and presentation is achieved by the College Catering Department.

Responsible to: Sous Chef **Grade:** Supervisor
Responsible for: N/A **Grade:** N/a

Qualifications:

- Working towards, or willing to undertake NVQ Level 1 (Food Preparation & Cooking)
- Basic Food hygiene certificate

Skills:

- Honest, reliable and hard-working.
- Good culinary skills.
- Attentive, enthusiastic and willing to learn from training provided.
- Ability to work under instruction and in harmony with colleagues.
- Flexible in attitude and approach to work.

Work experience:

- Previous experience is desirable but not essential.

Memberships of Professional Bodies

- N/A

Duties and responsibilities:		Time and frequency:
1.	Achieve and comply with the standards and performance required for each NVQ unit being undertaken.	Ongoing
2.	Learn, adhere and assist in all aspects relating to Health & Safety, and Food Hygiene practices.	Ongoing
3.	Take responsibility for the safety of yourself and others whilst on duty through recognised kitchen procedures.	Daily
4.	Report on time for all shifts.	Daily



5.	To ensure a high level of personal hygiene is always maintained and that you are appropriately dressed and wear a clean uniform each day.	Daily
6.	Report to your line manager any discrepancies or issues that could effect the smooth running of the department.	As required
7.	To carry out any ad-hoc work requests as reasonably requested by the Head Chef or the designated deputy.	As required

Confidentiality: • Confidentiality and integrity is necessary when dealing with the details of clients and Fellows guests and business

Contacts:

- Fellows and their Guests
- College Staff and students
- External catering food and equipment suppliers

Accuracy: • Overseeing the safe production of food is paramount; any lack of due diligence and care may result with a food poisoning outbreak. This would jeopardise the future of the Catering Departments operations.

Responsibility for cash, purchasing or physical assets:

Responsible for taking care of kitchen equipment and utensil to ensure maintenance and prospective down-time of equipment is minimised.

Mental, visual or physical strain:

Moderate levels of physical activity in every day tasks (as normal for job role)

Moderate levels of stress can be expected in relation to working within deadlines under pressure in hot and sometimes uncomfortable working conditions (as normal for job role)

Exposure to occupational hazards:

Normal hazards expected within the Kitchen environment can be anticipated: to include Sharp utensils, slippery and hot services, exposure to cooking fuels and cleaning chemicals.

Thus the importance of adhering to the COSHH system in place.

Other information:

The job holder will be required to work on a shift system, which may include evening or night.

Comments or supporting statements from the Catering Director:

If you are unsure at any point in time of Health and Safety systems in place, you have a responsibility to ask and ensure you are aware of all in house training and systems

This will be part of a legal binding contract in conjunction with the terms and conditions set out in the offer letter and the staff hand book.

Please sign below if you understand and agree to accept the job as described above.

Applicant's signature:

Date:
