

## JOB DESCRIPTION

<b>Vacancy reference:</b>	SRF44468
<b>Post Title:</b>	Apprentice Commis Chef
<b>Grade:</b>	2
<b>School/Department:</b>	Campus Commerce
<b>Reports to:</b>	Head Chef
<b>Responsible for:</b>	N/A

### Purpose

Prepare, cook and serve food whilst working to University standards of food safety, cooking methods and food presentation.

### Main duties and responsibilities

- Preparation and cooking of food for service.
- Ensuring food is presented to the specified standard.
- Producing food to the specified recipe ensuring cost controlled and minimising waste.
- Ensure production is carried out in accordance with the Universities HACCP food safety plan.
- Contribute to the development of the menus.
- Ability to adapt menus to suit individual customer requirements as necessary.
- Assist with ensuring correct stock levels are maintained and wastage is minimised.
- Use the food safety management system for recording temperatures of food, monitoring temperature-controlled storage areas and recording cleaning tasks.
- Maintain secure working environment, in relation to University property, stock and premises.
- Carrying out duties in a manner which ensures the highest reasonably possible environmental and sustainability standards are met.
- Follow all regulations & legislation including fire procedures, C.O.S.H.H. & accident procedures.
- To take reasonable care for your own health and safety, and that of persons who may be affected by your acts or omissions at work. You are required to consult your immediate manager on precautions and procedures relevant to your activities. You must comply with local rules, reporting procedures, safe working procedures and emergency arrangements and must not interfere with or misuse anything provided in the interests of health, safety or welfare.
- Undertake and complete training appropriate to the role
- Such other duties as may be required by the unit by Supervisor or Catering Management Team.

**Supervision received**

This post reports to the Head Chef may also receive supervision from Sous Chef, Bars Manager or Residential Catering Manager.

**Supervision given**

N/A

**Contact**

Customers, other members of staff, suppliers.

**Terms and conditions**

Due to the nature of our operations working hours can be between 7am and 1am Monday to Sunday.

The role holder will adhere to the terms of the apprenticeship which includes attendance, participation and completion of the Level 2 Commis Chef apprenticeship standard training.

Annual Leave is not generally approved during University Term Time unless for exceptional reasons.

This document outlines the duties required for the time being of the post to indicate the level of responsibility. It is not a comprehensive or exhaustive list and the line manager may vary duties from time to time which do not change the general character of the job or the level of responsibility entailed.

# PERSON SPECIFICATION

Job Title	School/Department
Apprentice Commis Chef	Campus Commerce

Criteria	Essential	Desirable
<b>Skills Required</b>	<ul style="list-style-type: none"> <li>• Good written and verbal communication skills</li> <li>• Basic IT Skills</li> <li>• Ability to recognise and deal with problems as they arise</li> <li>• Good organisational skills</li> <li>• Ability to work as part of a team</li> <li>• Attention to detail</li> </ul>	<ul style="list-style-type: none"> <li>• Problem solving attitude and skills</li> </ul>
<b>Attainment</b>	<ul style="list-style-type: none"> <li>• GCSE or equivalent passes in English and Maths at Grade 4/C or above</li> </ul>	
<b>Knowledge</b>		<ul style="list-style-type: none"> <li>• Knowledge of basic food safety principles</li> </ul>
<b>Relevant Experience</b>		<ul style="list-style-type: none"> <li>• Experience of working in a kitchen or in hospitality environment</li> </ul>

<b>Disposition</b>	<ul style="list-style-type: none"> <li>• Calm under pressure</li> <li>• Keen to learn</li> <li>• Excellent Customer Service focus</li> <li>• Keen interest in food and drink</li> <li>• Ability to cope with varying workloads whilst remaining calm and focused.</li> <li>• Reliable and punctual</li> </ul>	
<b>Other</b>	<ul style="list-style-type: none"> <li>• Work flexibly to cover peaks of business</li> </ul>	

Completed by: Matt Tebbit	Date: March 2023
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