

JOB DESCRIPTION

Vacancy reference:	SRF31110
Post Title:	Commis Chef
Grade:	3
School/Department:	Campus Commerce
Reports to:	Head Chef – Residential and Bars
Responsible for:	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.
- Supervise and co-ordinate the preparation and cooking of food for service, call order and large-scale operations.
- Ensuring food is presented to the specified standard.
- Producing food, 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 suite individual customer requirements as necessary.
- As necessary independently lead the kitchen team for a specific shift/event.
- Ensuring correct stock levels are maintained and wastage is minimised.
- Ordering from suppliers, inputting invoices, stock taking and recording wastage, using the stock management system.
- Use the food safety management system for recording temperatures of food, monitoring temperature-controlled storage areas and recording cleaning tasks.
- Driving University vehicles, moving food and equipment both on and off campus.
- Follow the University safe driving code. Ensure the vehicles are road worthy & report defects.
- 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.
- 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 – Residential Catering and Bars, may also receive supervision from Sous Chef, Bars Manager or Residential Catering Manager.

Supervision given

Cooks, General Assistants, Production Assistants

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.

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
Commis Chef	Campus Commerce

Criteria	Essential	Desirable
Skills Required	<ul style="list-style-type: none"> • Able to prepare food following specified recipes and methods • Good written and verbal communication skills • Basic IT Skills • Ability to recognise and deal with problems as they arise 	<ul style="list-style-type: none"> • Problem solving attitude and skills
Attainment	<ul style="list-style-type: none"> • City and Guilds Hospitality and Catering - Level 2 (7132) or equivalent 	<ul style="list-style-type: none"> • Level 2 Food Safety
Knowledge	<ul style="list-style-type: none"> • Level 2 food safety equivalent knowledge • Understanding of food preparation operations • Ingredient and provisions knowledge 	
Relevant Experience	<ul style="list-style-type: none"> • Worked in a commercial kitchen 	<ul style="list-style-type: none"> • Experience of working in an environment operated under a HACCP food safety management system • Experience of leading a small team

Disposition	<ul style="list-style-type: none"> • Calm under pressure • Keen to learn • Excellent Customer Service focus • Keen interest in food and drink • Ability to cope with varying workloads whilst remaining calm and focused. 	<ul style="list-style-type: none"> • Enhancing customer service levels
Other	<ul style="list-style-type: none"> • Work flexibility to cover peaks of business 	<ul style="list-style-type: none"> • Full UK driving licence

Completed by: Matt Tebbit	Date: January 2019
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