

## Job Description – Commis Chef

### Overview

Role: Commis Chef

Salary: Dependent on Experience

Hours Full Time (Minimum of 35 Hours 4 days out of 7)

Shift Pattern – Sunday to Saturday Rota Basis

### KEY BENEFITS

GOOD SALARY & WORK LIFE BALANCE / CAREER DEVELOPMENT & TRAINING / PENSION SCHEME + 28 DAYS HOLIDAY (PRO-RATA) / GREAT VIBES – MANY OF OUR STAFF HAVE 10 YEARS PLUS SERVICE / NO LONE WORKING

### Summary

The Commis Chef will support the Head Chef in ensuring all day-to-day duties are carried out including prep, cooking, cleaning and paperwork. If lone working in the kitchen they will have the responsibility to ensure all safe methods are being followed and the administration & compliance tasks are completed correctly.

### Experience

Ideally the candidate will have 1 years or more experience, able to support the preparation of an extensive menu, have excellent organisation and communication skills, have a good understanding of legal requirements expected within the industry for example, environmental health visits and trading standards.

### Qualifications

L2 Food safety – Ideal but not essential

L3 NVQ in Catering & Hospitality – Ideal but not essential

L2 NVQ in Catering & Hospitality or experience backed up with references

First Aid – Ideal but not essential

Full training is provided where deemed necessary

#### Skills Required

The ability to organise and manage a busy working environment

Administration duties

The ability to carry out tasks quickly and competently

The ability to pick up detailed instructions quickly and follow them closely

Good spoken communication skills

Ability to work under pressure

Eye for detail

#### General Duties

1. Ensure the overall cleanliness & hygiene of the business and staff are of the highest's standards
2. Ensure kitchen meets the minimum legal requirement for Health & Safety, Food Safety and Trading Standards
1. Monitor profitability and performance to ensure sales targets are met or exceeded
2. Ensure all mandatory training is up to date
3. Promote the pub always in a positive manner
4. Adhere and adapt to all current, amended a new policies and procedures with ease
5. Maintain fast, accurate service, positive guest relations, and ensures products are consistent with company quality standards.
6. Ensure food quality is prepared to maintain 100% customer satisfaction.
7. Ensure you work together as a team to provide the products and service your superiors and company policies expect
8. Carry out all general and deep cleaning duties throughout the whole kitchen to ensure the highest standards are be met
9. Prepare a variety of food items
10. Cook a variety of food items up to the standard required

11. Support kitchen staff in specific work areas
12. Use a variety of kitchen equipment such as mixers, knives and cutters
13. Unloading deliveries
14. Organising stock and storerooms
15. Washing and cleaning kitchen appliances, work surfaces, floors and walls
16. Ensure all kitchen paperwork is up to date this includes
  - a. Temperature checks
  - b. Storage checks
  - c. Delivery checks
  - d. Equipment checks etc

The above job description is not intended to be an all-inclusive list of duties and standards of the position. Employees will follow any other instructions, and perform any other related duties, as assigned by their line manager.