

Professional Services

Job description

Post Title:	Commis Chef
Grade:	B
Faculty/Service:	Facilities/Hospitality
Accountable to:	Head Chef/Unit Supervisor
Accountable for:	n/a
Post no:	R07020

Job purpose

To prepare and cook food items whilst maintaining quality, consistency and standards for all customers, following food legislation and Health and Safety regulations and guidelines.

Duties and responsibilities

1. To prepare cook and present food as required to a high standard and quality using Hospitality recipes.
2. To operate all food service equipment and machinery under Health and Safety guidelines.
3. To liaise with the line manager about menu content and stock control daily.
4. Set up and maintain and serve at food counters as required.
5. To receive, check and safely store kitchen deliveries.
6. To maintain effective stock control and assist with monthly stock takes.
7. To comply with HACCP (Hazard Analysis Critical Control points) food safety regulations.
8. To maintain a high standard of hygiene in all areas and use best practices, including the use of equipment and appliances.
9. Assist with functions and conference work when required.
10. To work within other Hospitality operations as directed
11. To comply with Health and Safety regulations and follow "kitchen basics" guidelines.
12. To build and maintain relationships with, customers and staff and attend all relevant meetings as and when required.
13. To comply with the University's equal opportunities policy, and use this role to promote equal opportunity wherever possible.
14. To take reasonable care of your health and safety and comply with rules and guidance relating to health and safety matters.
15. Any other reasonable duties that fall within the scope of the post, as allocated by the line manager, following consultation with the post holder.
16. To comply with the University's equal opportunities policy, and use this role to promote equal opportunity wherever possible.
17. To take reasonable care of your health and safety and comply with rules and guidance relating to health and safety matters.

Person specification

Qualifications/Professional membership

Essential

1. NVQ 1 or proven experience in catering
2. A current Basic Hygiene qualification

Desirable

1. Current Health & Safety Qualification
2. NVQ in Customer Service

Knowledge/Skills/Experience

Essential

1. Proven experience working in a kitchen
2. Good culinary skills with a passion for food
3. Working knowledge of hygiene practices and HACCP
4. Working knowledge of Health and Safety
5. Able to organise own workloads effectively when faced with competing demands and tight timescales
6. Able to maintain high volumes of repetitive tasks
7. Working within a team demonstrating a flexible approach to work and colleagues
8. Able to complete written documentation

Desirable

1. Experience working in a large catering environment
2. Customer service experience

Key Competencies (these are necessary requirements for all roles at this grade level)

1. **Leadership and motivation**
Able to take responsibility for your own work and achieve the objectives of the role. Demonstrates respect for others, fairness, equality, tolerance and openness.
2. **Planning and organising to achieve results**
Is able to manage own workload and priorities effectively and efficiently.
3. **Commercial awareness**
Raises ideas and suggests improvements to improve the quality of work or service. Strives to reduce waste and inefficiency.
4. **Delivering excellent service**
Is able to identify and anticipate customer needs and responds positively to meet these needs.
5. **Continuous improvement, innovation and change**
Is positive about change, flexible in approach, and receptive to new ideas.
6. **Communicating and influencing**
Communicates in a constructive and positive manner and understands the need for clarity in all communications.
7. **The ability to develop yourself and others**
Proactively identifies learning and development to enhance personal performance.
8. **Teamwork and collaboration**
Seeks to understand what other team members do and values the contribution of others.

Special conditions

The post holder is expected to adopt a flexible approach to the working environment and hours.

The role requires that you work shift hours which will on occasion be evenings and weekends, working a 5 from 7 weekly working pattern.

Health and Safety/Risks

This post has been identified with the following risks: (activities, hazards or exposures)

Risk 1

Use of Workshop /
Production
Machinery

Risk 2

Manual Handling

Risk 3

Food Handling

Risk 4

Repetitive actions

Risk 5

Dermatological
(skin)
irritants/Sensitisers