

October 2020

**Commis Chef – Part Time (32 hours per week)**

Thank you for your interest in the post of Commis Chef. Please find attached the following information:

- Job description
- Person specification
- General Terms & Conditions of Employment

If you would like to apply for this position, please submit a detailed CV and covering letter to:

Email: [HRMailbox@westdean.org.uk](mailto:HRMailbox@westdean.org.uk)

We endeavour to respond to all applicants in a timely manner. However, due to the volume of applications we receive, if you do not hear from us within two weeks of your application; please assume that you have been unsuccessful on this occasion.

## JOB DESCRIPTION

<b>JOB TITLE</b>	Commis Chef (0.8 FTE)
<b>SALARY</b>	£14,760 Pro Rata / £18,450 FTE
<b>LOCATION</b>	West Dean College of Arts & Conservation
<b>REPORTING TO</b>	Head Chef / Sous Chef
<b>MAIN PURPOSE OF JOB</b>	To assist the Head Chef/Sous Chef to provide quality food for all students, staff and visitors to the College

## KEY DUTIES & RESPONSIBILITIES

- 1 Set up and prepare ingredients for breakfast, lunch and dinner services as directed by the Head Chef/Sous Chef.
- 2 Cook food for each service, ensuring a high standard of quality at all times.
- 3 Present food and dishes in the servery area, ensuring that food displays are appetising and well stocked at all times.
- 4 Ensure that food preparation areas are kept clean and tidy at all times.
- 5 Ensure that food is cleared away at the end of service and that food which can be re-used safely is utilised.
- 6 Ensure that requisitions for food are received by the Head Chef/Sous Chef and freezers and refrigerators are replenished as appropriate.
- 7 Store and rotate in date order all deliveries in the appropriate areas as required.
- 8 Prepare items for functions, events and other special occasions as directed by the Head Chef/Sous Chef.
- 9 Comply with the food safety policy and Health & Safety policy at all times and ensure temperature checks are carried out and recorded at all times as directed.
- 10 Report any defects in equipment to the Head Chef/Sous Chef.
- 11 Assist in the service of food and beverages on counter if required.
- 12 Ensure high standards of customer service are maintained at all times.

- 13 Cover some aspects of the Head Chef/Sous Chef role where appropriate and as directed.
- 14 Any other reasonable duties as requested by the Head Chef/Sous Chef.

#### **HEALTH & SAFETY**

1. Adhere to the College's Health & Safety Policy at all times, ensuring a safe working environment.
2. Ensure that appropriate standards in respect of Health and Safety are maintained.
3. Attend / undertake H&S briefings and training as required.

*This job description is subject to regular review in consultation with the postholder.*



**PERSON SPECIFICATION**

<b>Essential</b>	<b>Desirable</b>
At least one year's experience in a similar position	
*NVQ 1/2 in professional cookery or equivalent	
*Level 1 Food Hygiene Certificate	
A good understanding of food preparation	
Ability to demonstrate excellent knife skills	
Willingness to learn and undertake training	
Ability to work effectively as part of a team	
A passion for food and food service	
Knowledge of exceptional customer service	

\*Support may be available to develop the successful candidate through NVQ and Food Hygiene Certificates

**COMMIS CHEF**

**GENERAL TERMS AND CONDITIONS OF EMPLOYMENT**

Contract:	Part Time / Permanent
Duties:	As attached job description.
Salary:	£14,760 (pro rata) / £18,450 (FTE) per annum
Hours:	32 hours per week (0.8 FTE), primarily straight shifts including weekends and bank holidays (hours to meet the needs of the business).
Holidays:	26.5 (pro rata) / 33 (FTE) days per holiday year (1 October to 30 September) inclusive of Bank Holidays.
Sickness:	10 (FTE) days in any consecutive twelve month period, or longer period at the Foundation's discretion.
Benefits:	Contributory pension scheme, Employee Assistance Programme, free and discounted places on short courses at West Dean College.