



October 2020

**1 x Commis Chef Position**

Thank you for your interest in the Commis Chef post. 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 either by e-mail or in writing:

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

For more information, please contact:

Helen Dearing, Human Resources Business Partner, [helen.dearing@westdean.ac.uk](mailto:helen.dearing@westdean.ac.uk)

We endeavour to respond to all applicants in a timely manner. If, however, you do not hear from us within two weeks, please assume that your application has been unsuccessful on this occasion.



## JOB DESCRIPTION

<b>JOB TITLE</b>	Commis Chef (0.35 FTE over 2 days)
<b>SALARY</b>	£18,450 FTE
<b>LOCATION</b>	West Dean College of Arts & Conservation
<b>REPORTING TO</b>	Head Chef/Sous Chef
<b>KEY LIASON</b>	Food & Outlet Services Manager, Assistant Food & Outlet Services Manager, Food Service & Retail Supervisor
<b>MAIN PURPOSE OF JOB</b>	To assist the Food Service and Retail Supervisor to provide quality food for all visitors to West Dean Stores and College

## KEY DUTIES & RESPONSIBILITIES

- 1 Set up and prepare ingredients for breakfast and lunch services as directed.
- 2 Cook food for each service, ensuring a high standard of quality at all times.
- 3 Present food and dishes, 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 Food Service and Retail Supervisor / 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 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.
- 9 Report any defects in equipment to the Food Service and Retail Supervisor/Head Chef/Sous Chef.
- 10 Assist in the service of food and beverages on counter if required.



- 11 Ensure high standards of customer service are maintained at all times.
- 12 Assist the Head Chef to prepare items for functions, events and other special occasions.
- 13 Any other reasonable duties as requested by the Food Service & Retail Supervisor / 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:	1 x Permanent Part Time Contract.
Duties:	As attached job description.
Salary:	£6,457.50 per annum (£18,450 Full Time Equivalent) payable monthly in arrears by BACS transfer.
Hours:	14 Hours per week, 2 days over 7 including weekends and bank holidays (hours to meet the needs of the business). Hours 08:00-16:00.
Holidays:	33 days per holiday year (Full Time Equivalent) (1 October to 30 September) inclusive of Bank Holidays (pro rata).
Sickness:	10 days in any consecutive twelve month period (Full Time Equivalent), 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.