



April 2021

Commis Chef Position – West Dean Stores

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 by e-mail:
hmailbox@westdean.ac.uk

For more information, please contact: Helen Dearing, Human Resources Business Partner,
hmailbox@westdean.ac.uk

Closing Date: 16 May 2021

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

Diversity & Inclusivity Statement:

West Dean College of Arts & Conservation values the diversity of its staff and students. We aspire to be a fully inclusive and representative employer and do not condone discrimination on the basis of age, disability, sex, sexual orientation, pregnancy and maternity, faith or ethnicity, religion or belief, gender identity, or marriage and civil partnership. We strongly encourage applications from suitably qualified candidates from a wide range of backgrounds to apply and join our teams at West Dean College of Arts & Conservation.



JOB DESCRIPTION

JOB TITLE	Commis Chef (35 hours over 5 days – 0.875 FTE)
SALARY	£18,532.80 FTE (£16,216.20 pro rata)
LOCATION	West Dean College of Arts & Conservation / West Dean Stores
REPORTING TO	Head Chef/Sous Chef
KEY LIASON	Food & Outlet Services Manager, Assistant Food & Outlet Services Manager, Food Service & Retail Supervisor
MAIN PURPOSE OF JOB	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

Essential	Desirable
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:	£16,216.20 per annum pro rata (£18,532.80 Full Time Equivalent) payable monthly in arrears by BACS transfer.
Hours:	35 hours per week, 5 days over 7 including weekends and bank holidays (hours to meet the needs of the business).
Holidays:	33 days per holiday year (Full Time Equivalent) (1 October to 30 September) inclusive of Bank Holidays.
Sickness:	10 days in any consecutive twelve month period (Full Time Equivalent) after six month's continuous service.
Benefits:	Contributory pension scheme, Employee Assistance Programme, free and discounted places on short courses at West Dean College.