

Job Title: Commis Chef

Salary: £17,100.00

Department: Leicester Services Partnership (LSP)

Contract/Hours: 35 per week, additional hours including weekends may be required

Role Purpose

To assist the Head Chef, Sous Chef and Chefs in all areas of food production, creating and maintaining high food and hygiene standards for both students and conference delegates within a given budget.

Principal Responsibilities

- To assist with food preparation, to cook and serve food as specified by the Section Manager Head Chef.
- Assist in the production of high quality meals in compliance with the menu and standard recipes, ensuring the quality of food and service meets the standard set by the Section Manager Head Chef.
- To ensure a high level of cleanliness is maintained within the kitchen and outlets
- Duties to be carried out in a safe and proper manner in accordance with legislation and LSP Food Safety Policy.
- When trained, undertake the preparation of food with limited supervision of the Chef or Senior Chef
- Serve customers in the outlets to the high customer service standard expected
- When outlet-based serve on the till when required
- Assist in ordering of food supplies from nominated suppliers
- Assist in receiving and checking of incoming orders against delivery notes and purchase orders
- Demonstrate understanding of Food Hygiene guidelines in maintaining high standards of personal and kitchen hygiene
- Reporting of breakdown of equipment
- Ensure that the working area is clean and secure at end of the day.
- Attend any relevant training courses, continue own personal development
- To ensure 100% compliance with all legislative guidelines and requirements in connection with food hygiene and health and safety legislation
- Hours of work will vary depending on the needs of the business, will involve weekend
- Any other tasks that are fitting of the role of Commis Chef

Internal and External Relationships

- Be able to communicate with customers, understand and meet their expectations.
- Line Manager/ Head Chef / Chef de Partie
- Catering Operations Director and Operations Manager
- Customers – students / conference delegates
- University Departments
- Colleagues within LSP

Planning and Organising

- Ensure stock levels maintained are adequate for service
- Prioritising work to ensure mealtimes are met
- Responding to customers' issues and queries, liaising with line managers/Line Managers to provide a timely and effective service.

Qualifications, Knowledge and Experience

Essential

- Relevant experience of food preparation with limited supervision
- Experience of working to portion control
- NVQ Level 1 & 2 or City & Guild 7061 & 2
- Previous experience in a similar role
- Basic food hygiene qualification level 2 or equivalent
- Numeracy and literacy skills sufficient to maintain records

Desirable

- Previous experience of catering for large numbers
- Knowledge of HACCP/COSHH
- Intermediate food hygiene level 3
- NVQ level 3 or equivalent
- Allergen qualification
- IT Skill, knowledge of Windows and Excel operating systems

Skills, Abilities and Competencies

Essential

- Communicate effectively with others
- Maintain a high level of customer service
- Ability to work independently as well as part of a team
- Ability to comply with Health & Safety & COSHH legislation
- Ability to move heavy equipment
- Ability to use own judgement and act accordingly
- Willingness to be flexible as and when required

Equality and Diversity

We believe that equality, diversity and inclusion is integral to a successful modern workplace. By developing and implementing policies and systems that challenge stereotypes across all aspects of our work, we have a culture that recognises and values the diverse contributions of our staff, which benefits everyone. Our strong values of inclusivity and equality support our efforts to attract a diverse range of high quality staff and identifies LSP as a progressive and innovative workplace that mainstreams equality, diversity and inclusion.

1. PERSON SPECIFICATION

<u>SELECTION CRITERIA</u>		<u>INTERVIEW ASSESSMENT</u>				
3 = Essential 2 = Important 1 = Desirable		Meets the criteria: A = Exactly B = Closely C = Barely D = Does Not Meet Criteria				
<u>CRITERIA</u>		<u>COMMENTS & HOW CRITERIA MEASURED</u>	A	B	C	D
		(Interview/Application)				
<u>Education/Qualification:</u>						
Numeracy and literacy skills sufficient to maintain records	3	Application				
Food relative qualification	3	Application				
Customer service qualification	1	Application				
Food hygiene qualification	3					
<u>Experience:</u>		Application				
Experience of working in a busy kitchen environment	3	Application				
Experience of food preparation	3	Application				
Experience of customer service	3	Application				
Experience of a till system	2					
<u>Knowledge:</u>		Application				
Knowledge of food hygiene/safety	3	Application				
Basic food hygiene or equivalent	3					
<u>Skills/Abilities:</u>		Application/Interview				
Communicate effectively with others	3	Application/Interview				
Ability to work independently	3	Application/Interview				
Basic IT skills	2	Application/Interview				

Willingness to undertake varied roles within the team	3					
<u>Personality/Disposition:</u>		Application/Interview				
Enthusiastic and flexible	3	Application/Interview				
Warm and friendly	3					
<u>Travel:</u>		Application/Interview				
Must be able to travel to all venues within an acceptable time frame and be prepared to carry own equipment	3					

Additional Comments:***Successful**
***Unsuccessful**
***Reserve**

*Delete as appropriate

Signature of interviewer
Designation:
Date:

--	--	--