

## **JOB DESCRIPTION**

**Job Title**                      Commis Chef  
**Grade**                         Keble Grade 1

### **Essential Job Functions**

#### Food Production

- Maintain a high standard of specified work in accordance with the Head of Catering/Head Chef and shift supervisor's instructions
- Prepare, cook and serve food delegated as your responsibility, ensuring that the highest possible quality is maintained and that agreed standards for food preparation and presentation are met at all times under guidance from a senior chef
- Assess all dishes before leaving kitchen for taste, presentation and food quality
- Adhere to College procedures regarding temperatures checks, food labelling and dating, cleaning schedules and hygiene regulations, ensuring all records of such are maintained
- Assist with acceptance and storage of deliveries and that all relevant College procedures are adhered to
- Have an understanding of menu planning, the implementation of stock controls, the importance of good stock management, and how this enables the kitchen to meet gross profit
- Be familiar with the opening and closing procedures of the kitchen and carry them out
- Keep high standards of cleanliness
- Be fully aware of all hygiene control and chemicals used in the work place
- Assist at private dinners, as required.
- Food menu: to collaborate with the shift supervisor on menu development
- Ensure minimum wastage by correctly handling surplus food after service

#### Quality

- Aid in achieving food cost and kitchen standards
- Carry out daily and weekly procedures, including temperature checks, food labelling and dating, and storage
- Keep high standards of personal hygiene, clean uniform, and overall camaraderie
- Conduct quality checks of goods received

#### Communication

- Maintain effective working relationship with food and beverage team and other departments
- Present a customer-oriented approach and an ability to converse with diners
- Maintain a detailed knowledge of the full menu and be able to explain dish descriptions including allergens
- Remove any hazards and make safe any defect in the kitchen or its equipment and report any problems to a senior chef

## **PERSON SPECIFICATION**

#### Essential Criteria

- Previous food preparation or basic cooking experience
- An ability to communicate well with staff, students, contractors and suppliers
- A genuine interest in cooking
- An ability and willingness to learn new skills
- Flexibility as shift patterns vary across days, evenings, and weekends

#### Desirable Criteria

- It would be advantageous to hold NVQ Level 2 in Practical Cookery (or equivalent)