



## **JOB DESCRIPTION**

**JOB TITLE:** COMMIS CHEF

**REPORTING TO:** HEAD CHEF/SOUS CHEF

**HOURS:** Various shifts, on a varying rota, which includes weekends and night shifts with flexibility to provide service and contact at varying times dependant upon the needs of the business.

### **MAIN FUNCTIONS OF THE JOB:**

To prepare and produce food to the highest standard in a prompt and timely manner while following the specifications given by senior kitchen staff.

**NOTE:** In addition to the duties and responsibilities listed the job holder is required to perform such other duties as may be assigned by management from time to time.

### **MAIN DUTIES**

- Report promptly for duty suitably dressed in clean chef uniform.
- Ensure that punctuality is kept at all times.
- To prepare and produce food to the highest standard and specifications given by Senior Kitchen staff.
- Report any shortage of stock and stores to Chef de Partie.
- Prepare mise en place under Chef de Partie's instructions.
- To ensure correct stock rotation and proper storage of cooked and uncooked food.
- To keep his/her section always tidy and clean.
- To adhere strictly to the food hygiene regulation.
- To adhere strictly to the Health and Safety regulations.
- To ensure that all mis en place is kept tidy, fresh and properly stocked as required.
- To fill in any position or station required by Chef or Sous Chef.
- To check, prepare and supervise preparation of food, to the highest standards set by the company.
- To report any fault of equipment immediately to Chef, Sous Chef or Chef de Partie.
- To ensure complete confidentiality relating to all matters concerning the Company.
- To lead by example in relation to displaying the four key behaviours of the Customer Service model.
- To ensure that all areas of the kitchen are maintained to a high standard at all times and ensure any maintenance requirements are reported and promptly actioned.

### **ESSENTIAL SKILLS:**

- Pro-active attitude with the ability to work unsupervised.

- Experience working in a commercial kitchen.
- High level of flexibility with the role and working hours.
- Qualification in Food Safety.
- Knowledge of the Club & Company Health & Safety and Hygiene procedures.
- Good communication skills with peers and superiors and other departments.
- Able to communicate in clear and concise English.
- Organised and methodical.
- Upbeat and positive attitude.
- A high level of personal integrity
- A strong work ethic with a passion for exceeding expectations
- Show respect and appreciation to all
- Encourage and contribute toward a culture that supports everyone to be the best that they can be.

---

I have received a copy of this job description and fully understand the requirements and activities listed within.

**Signed:**

\_\_\_\_\_

**Date:**

\_\_\_\_\_