

Role Profile

This section provides key information relating to the role

Job Title:	Commis Chef		
Post No:	P01444/P01443	Grade:	C
Team:	Campus West	Location:	Campus West
Responsible to:	Food & Beverage Manage		
Responsible for:	N/A		

Overall job purpose:

To display a passion for the use of locally sourced ingredients to deliver high quality meals and snacks made from them.

To prepare all food dishes on the standard menu so they are ready to be cooked to order at all times the kitchen is open.

Ensuring all food orders at the point of delivery are of the highest quality, and that all food achieves a consistent standard in being fresh, hot (if required), timely and presentable to the customer.

To assist in maintaining excellent standards of kitchen hygiene, and cleanliness at all times.

To be able to work regular evenings, weekends and bank holidays subject to the demands of the food operation service at Campus West Entertainment.

Key areas of focus:

1.	To support and deliver, all food order requests including all party food and external buffet orders at Campus West Entertainment.
2.	To assist in the ordering and management of all stock and supplies to support the Campus West food operation.
3.	To be responsible for the safe and hygienic storage of all food, including the unloading of deliveries and the disposal of all kitchen waste, in line with the agreed kitchen operating procedures.
4.	To be responsible for determining if unused food can continue to be safely prepared or partially prepared for reuse to help manage costs, or if it must be disposed of, daily.

5.	To be responsible for preparing all food items on a daily basis including the chopping of fruit and vegetables, and preparation of ingredients prior to their cooking and delivery to customers.
6.	To take the lead in ensuring that all party food and buffet orders are prepared in advance and ready for service at the required times.
7.	To responsible for ensuring that the kitchen and food operation meets all health and hygiene standards and are consistent with the relevant health, safety & food hygiene regulations.
8.	To arrange for the washing and cleaning of all cooking utensils, including cutlery and crockery, as required and in partnership with other kitchen and front of house staff.
9.	To assist in the maintenance of the agreed brand standards for the Campus West food operation.
10.	To attend regular staff meetings and to participate in all required training and development opportunities as required.
11.	To support the kitchen operation and front of house colleagues in their respective roles, and to participate as part of a team to meet all agreed service objectives.
12.	In partnership with the team and other members of the Council's Risk and Resilience team, to assist in ensuring there is full legislative compliance and best practice implemented within the kitchen and food operation.
13.	To promote equality and diversity in the workplace and in the services of the Council and to deliver the Council's equalities and diversity priorities.
14.	The ability to converse with ease with other staff and members of the public and to provide advice in accurate spoken English is essential for this post.
15.	Any other duties that are commensurate with the level and grade of this post.

Role Requirements

The following outlines the criteria for this post. Applicants should describe in their application how they meet the criteria

Criteria	Essential	Desirable	Assessment Criteria
Qualifications and experience			
Educated to GCSE Level 4 or equivalent in Maths and English or equivalent	x		AP
Qualification in Catering and/or Hospitality at NVQ Level 2 (or equivalent)	x		AP
Level 2 qualification in Food Hygiene (or equivalent)	x		AP
Experience in the procedural and practical operation of	x		AP/AS/IN

a commercial kitchen			
Experience in full menu preparation	x		AP/AS
Skills and abilities			
Ability to be creative in solving relatively straight forward kitchen and food operation issues	x		IN
Ability to communicate effectively with customers and colleagues	x		AP/IN
Ability to work and make decisions on own initiative without access to the line manager while following recognised commercial kitchen practices	x		AP/IN
Ability to manage multiple and conflicting interruptions and demands for majority of time during each daily shift	x		IN
Other attributes			
Ability to display considerable manual dexterity, co-ordination, and sensory skills for prolonged periods of time (i.e. the entire length of the working day)	x		AS/IN
Ability to stand for long periods of time and move large / heavy kitchen items	x		IN
Ability to remain patient, calm and attentive during very busy periods	x		IN

**Assessment Criteria:
(AP) Application, (AS) Assessment, (IN) Interview**

Our Values and Behaviours



Our CORE values are key to delivering our vision, plans and strategies.

Collaborative	Open	Responsible	Excellent
We work together to get things done	We behave with integrity & fairness	We take responsibility for our actions and decisions	We perform at our best & strive for excellence

It's really important that you have a genuine passion for doing a great job and our behavioural competency framework sets out how we want people to work, ensuring everyone is valued, supported and empowered.

These competencies will be assessed throughout the recruitment and selection process, as well as part of your ongoing development and progression.