

Job Title: Commis Chef

Location:

Line Manager: Head Chef

Key Communications:

- Departmental Manager
- Other Departmental Managers
- Other team members
- Own team
- Customers
- Senior hotel managers

Job Purpose / Summary:

- To support the Head Chef in ensuring the efficient, and effective running of the Kitchen.
- To ensure that the preparation and presentation of the food is of a high standard, and complies with food safety regulations.
- To support the achievement of budgeted food gross profit.

Core Accountabilities & Performance Indicators

These indicators are what the Company can expect to see when the role is being performed to the required standard.

To provide first class service to the hotel guest	<ul style="list-style-type: none"> • To ensure all food is served to the required company standard. • To aid the Head Chef in implementing all new menus. • To ensure that a high standard of cleanliness is maintained in the kitchen operation. • To strive and anticipate customer needs wherever possible, and to react to these to enhance customer satisfaction. • To ensure that you are correctly dressed, adhere to high personal hygiene standards. • To maintain a professional working relationship with the food service team. • To comply with all regulations as stated in the normal operating procedures.
To understand the impact of effective cost control with undertaking the role.	<ul style="list-style-type: none"> • All maintenance issues reported immediately following the correct procedures. • Cleaning chemicals are used as directed, to achieve desired results and reduce wastage. • Awareness of how the role impacts on the hotel profit and loss account.
To ensure that a good level of product and local knowledge for quests when requested.	<ul style="list-style-type: none"> • Must be aware of hotel facilities, restaurant / bar opening times, disabled facilities, room types etc. • Knowledge of local area. I.e. local shops and places of interest. • Know who to direct guests to if unable to answer queries.
To ensure co operation and compliance with all legislation relevant to your role in the business. To comply with all Food Safety standards. MORE TEXT ON FULL RESOURCE	<ul style="list-style-type: none"> • Must attend all H & S, Fire and Food Safety Training as directed by designated Line Manager. • MORE TEXT ON FULL RESOURCE • MORE TEXT ON FULL RESOURCE • MORE TEXT ON FULL RESOURCE

Competency Framework for a Commis Chef

Adaptability	<ul style="list-style-type: none"> • Flexible • Responds to change positively • Calm under pressure
Communication	<ul style="list-style-type: none"> • Thinks ahead • Is clear and open • Encourages others to share ideas
Creativity	<ul style="list-style-type: none"> • Keeps others will informed and up to date • Looks for fresh ideas • Turns good ideas into realistic solutions.
Decision making	<ul style="list-style-type: none"> • MORE TEXT ON FULL RESOURCE
Influencing	<ul style="list-style-type: none"> • MORE TEXT ON FULL RESOURCE
Integrity	<ul style="list-style-type: none"> • MORE TEXT ON FULL RESOURCE
Self Management	<ul style="list-style-type: none"> • MORE TEXT ON FULL RESOURCE
Team Work	<ul style="list-style-type: none"> • MORE TEXT ON FULL RESOURCE

The above is designed to help you in the understanding of your role and is not intended to be a definitive list of your duties, as flexibility in meeting Company and guest needs is required by all employees.

I confirm that I have read and agree that this Job Description explains the main duties of my job.

Signed: _____ (Job Holder)

Print Name: _____ Date: _____

Signed: _____ (Departmental Manager)

Print Name: _____ Date: _____