

JOB DESCRIPTION

TRAINEE COMMIS CHEF

REPORTING RELATIONSHIPS

The Trainee Commis Chef reports to the Head Chef and in his absence the Sous Chef.

PURPOSE

To support the Head Chef and Sous Chef. To be trained, whilst assisting in the preparation and cooking of all foods, ensuring the highest standards of food presentation and quality at all times whilst strictly adhering to all current health and hygiene regulations.

PRINCIPAL TASKS

- Preparation and cooking of all dishes as instructed or in accordance with the set pre specified formulas in the Centre and other areas catered by the ISC within the Cathedral Precincts.
- Liaise with Restaurant Supervisor to ensure all meals are presented at their optimum, ensuring a smooth flow of service from front of house and throughout the kitchen.
- To keep abreast of all current health and hygiene regulations, ensuring that your working area in the kitchen is ready to pass any in-house or government body inspections at all times.
- Assist in Maintaining the system for recording, checking and labelling all food stuffs, oven, fridge and delivery vehicle temperatures.
- Assist in Monitoring all suppliers visiting premises and periodically checking cleanliness hygiene standards of delivery vehicles.
- To be prepared to undertake training as directed by the Chef; Sous Chef or GM.
- To be aware of current hygiene, fire and health and safety policy and procedures.
- To be aware and observe Fire, and Health and Safety Policy and Procedures to ensure that the premises are a safe environment for everyone who uses them.
- To assist in other departments on occasions when necessary.
- To carry out any reasonable task or duty that may be required by the Chef; Sous Chef or General Manager.

HOURS

Approximately 40 hours per week including weekends, early and late duties which will include one day per week attendance at college during term time. The position holder should be flexible in their approach to hours worked as these will be dictated by operational needs.

SALARY AND BENEFITS

Grade	A
Salary	£ 8,100 to £ 14,196 per annum depending upon qualifications and experience.
Training	There is an opportunity to attend College on a day release basis to gain a recognised catering qualification such as City and Guilds in Hospitality and Food Preparation
Pension	The Dean and Chapter contribute 7½% of salary into a Stakeholder Pension Scheme
Life Assurance	Staff in the pension scheme are insured against death in service 1 x annual salary.
Workwear	Kitchen Whites and Protective clothing are provided including appropriate footwear.
Holiday	Based upon the hours stated above, the annual entitlement is 35 days (280 hours) which includes 8 public holidays and 2 Dean and Chapter Days.

PRE EMPLOYMENT REQUIREMENTS

A pre employment medical questionnaire to ensure the post holder is sufficiently fit and active enough to fulfil the requirements of the position.

POSITION REQUIREMENTS:

Essential:

4 GCSEs at Grade C or above
NVQ 2 in food preparation or equivalent
A passion and enthusiasm for cooking.
Prepared to learn and develop skills

Desirable:

Food Hygiene Certificate
1st Aid Certificate

Updated September 2007

This job description is provided to assist the post holder to know their principal duties. It may be amended from time to time in consultation with you, by, or on behalf of, the Head of the Department, without change to the level of responsibility appropriate to the grading of the post.

Agreed by Head of Department

Agreed by Jobholder

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Date

Date