



## Job Description

<b>Job title:</b>	<b>Commis Chef</b>
<b>Department/School:</b>	<b>Campus Services</b>
<b>Grade:</b>	<b>2</b>
<b>Location:</b>	<b>University of Bath</b>

### Job purpose

To assist with the day-to-day preparation of food and with stock, health & hygiene procedures and ensure they are followed in accordance with the Hospitality department guidelines. To maintain high standards of customer service and care and possess good product awareness.

**Hours:** 36.5 hours as contract - 5 days over 7 and hours to suit business needs.

### Source and nature of management provided

This post directly reports to the Sous Chef / Chef de Partie or according to current structure

### Staff management responsibility

N/A

### Special conditions

The role requires flexibility, availability, and willingness to work evenings and weekends as required by business needs.

### Main duties and responsibilities

#### Food Safety

1. Ensure the FSMS is followed; all daily due diligence records are completed accurately, and any corrective actions taken are recorded on your shift
2. Check all due diligence paperwork required is readily available, making manager aware of any missing forms immediately.
3. Report and, where possible, take all necessary action, statutory and otherwise, in the event of food safety incident or other irregularities and complete the necessary return and/or report
4. Ensure the required due diligence records are accurate and authentic on your shift

#### Customer focus

5. To prepare and cook dishes or foodstuffs for service in the food outlet in liaison with the senior Chefs. Accurately following Recipe specification sheets for all dishes produced.
6. To complete any given job within an acceptable timeframe

#### Finance

7. Contribute with good stock control; assisting the senior chefs with placing orders, stock rotation, and monthly stocktake. Record all wastage as per senior chef's guidelines.



## Main duties and responsibilities

### Marketing

8. Engage with current and future marketing campaigns when required

### Health & Safety / Environment

9. Ensure that Food Hygiene, Food Safety, Allergen legislation and the HACCP control systems are followed in all aspects of food and drink related activities.
10. Ensure that work areas and equipment used are left as clean and tidy as possible at all times
11. Achieve a high standard of personal hygiene and to maintain a clean and smart appearance at all times by wearing the appropriate uniform/protective clothing and shoes provided.
12. Ensure all allergen information for the dishes produced is accurately recorded following the food safety guidelines.
13. Ensure that as part of your duties you minimise energy consumption e.g. water and electricity and maximise the recycling opportunities for waste by encouraging colleague awareness of the impact of their actions on the environment.
14. To report and, where possible, take all necessary action, statutory and otherwise, in the event of accident, fire, theft, lost property, damage, unfit food or other irregularities and complete the necessary return and/or report.

### Facilities

15. Responsible for reporting all known maintenance issues with your line manager at the earliest opportunity.
16. To ensure that the kitchen stores and other potential areas of loss are secured at all times according to the instructions laid down by the management.

### Communication

17. Maintain a positive working environment whilst promoting a culture of excellent customer service.
18. Ensure that all relevant information relating to the food produced by you is accurate.

### Equality and Diversity

19. Assist with delivering actions from Equality and Diversity audits in liaison with your line manager
20. Contribute with ideas to enhance the food choices available for the various medical, religious or life style needs of our customers.

From time to time you may be asked to assist in the facilitation of CPD activities. This will form part of your substantive role and you will not receive additional payment for these activities.

You will from time to time be required to undertake other duties of a similar nature as reasonably required by your line manager.



## Person Specification

Criteria	Essential	Desirable
<b>Qualifications</b> Numeracy skills at a level to be able to fulfil the role NVQ Level 2 in Food Preparation or equivalent Highfield Health & Safety Qualification – <i>to hold or obtain within 6-month probation period</i> Level 2 Award in Food Safety – <i>to hold or obtain within 6-month probationary period</i> Level 3 Award in Food Allergen Management in Catering – <i>to hold or obtain within 6-month probation period</i>	✓	✓ ✓ ✓ ✓ ✓
<b>Experience/Knowledge</b> Experience of working in a junior chef role Experience of working as part of a team. Knowledge of the allergens legislation COSHH Written and spoken English must be good enough to able to communicate effectively with customers, understand and follow written and verbal instructions from line managers and interact effectively with work colleagues.	✓ ✓ ✓ ✓	✓
<b>Attributes</b> Able to form effective working relationships with other team members. Able to carry out all reasonable instructions from line manager Able to work independently within parameters specified by line manager Have a flexible approach, able to cope under pressure and adapt to changing priorities. Possess a positive attitude to work related problems Good time keeping Presentable and personable	✓ ✓ ✓ ✓ ✓ ✓	



## **Effective Behaviours Framework- Delivering the Experience**

**Campus Services** has identified a set of effective behaviours or 'acts' which we value and have found to be consistent with high performance. Part of the selection process for this post will be to assess whether candidates have demonstrably exhibited these 'acts' previously.

### **Striving for Excellence:**

Planning and organising workloads to ensure that deadlines are met within resource constraints. Producing a high standard of work and consistently meeting objectives.

### **Providing Outstanding Service:**

Willing and able to provide a professional, friendly and quality service to students, staff, commercial customers, visitors and suppliers. Displaying a positive 'can-do' attitude and tailoring the service to suit differing customer needs.

### **Problem Solving:**

Able to remain calm under pressure and use initiative to overcome issues. Being proactive to ensure problems are not repeated and able to make suggestions on how we can improve.

### **Being Adaptable & Flexible:**

Being open to new ideas and ways of working. Able to respond to shifting priorities and support colleagues when required.

### **Doing the Right Thing:**

Being aware of how your behaviour impacts others. Showing respect and tolerance, being open and honest. Supporting environmental and fair-trade campaigns within **Campus Services**

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### **Caring:**

Having a genuine desire to support others well-being. Being kind and compassionate to colleagues and customers.

### **Teamwork**

Building effective working relationships. Working co-operatively with a wide range of inter-personal skills.

### **Developing self and others:**

Showing commitment to own development. Seeking and accepting feedback.