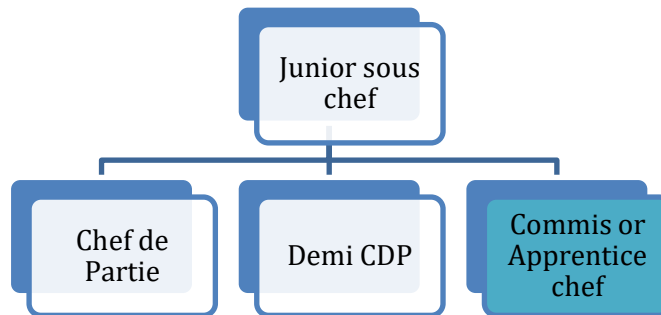




Job Description & Person Specification

Commis Chef/ Apprentice Chef



Role Purpose Statement:

To assist in maintaining the smooth running of the section within the kitchen.
And produce 5 star standards of food and continually strive for perfection and high levels of member satisfaction

Main Accountabilities:

Department budget

Assist the Chef de partie and Demi CDP in maintaining stock levels of all produce and mise en place to business levels and restaurant requirements as set out by the sous chefs

Resource Planning/People Management

Follow the instructions of the demi CDP and sous chef to be enable the smooth running of the section and kitchen

Keep a written record of recipes produced

Must arrive on duty in accordance with the roster and the standards of appearance as set out in the kitchen SOP

Maintain high levels of personal hygiene and appearance

Maintain levels of discipline at all times

Service Delivery/Operations

Maintain the cleanliness in the holding fridges

Assist in the production of mise en place on the sections of the kitchen following instructions of either the Sous chef or CDP or Demi CDP

Present all mise en place to a sous chef or CDP to maintain quality and refresh where instructed to.

Ensure all standard operating procedures are adhered to ensure a consistent delivery of excellence and positive member experience

Assist in Preparing and cooking of the food according to the menu for the Staff restaurant facility in order that all staff are given a well prepared and presented daily offering of food.

Service Quality

Present all produce and all mise en place daily to a sous chef or CDP to maintain quality

Responsible for assisting in the preparing and cooking of the dishes on the sections of the kitchen.
 Make sure every dish that leaves the kitchen meets the high standards and is signed off by a Sous Chef.
 Treat all equipment with respect to maintain its usability

Health and Safety/Compliance

Ensure all company policies and procedures are followed at all times
 Attend Fire and Health & Safety Training as specified by the Clubhouse Management
 Follow the law in respect of food hygiene, health and safety, the club food policy

Key Data: Nil

Person Specification

Qualifications & Training (Measured through certificates)	
Essential	Desirable
Basic food hygiene Completed NVQ levels 1 and 2 or working towards completion	
Knowledge (Measured through experience)	
Essential	Desirable
	Product knowledge
Skills and Abilities (Measured through work trial day)	
Essential	Desirable
Ability to listen and follow instructions Communication skills	
Personal Qualities (Measured through interview and work trial day)	
Essential	Desirable
Flexible and Adaptable Enthusiastic Committed Common sense	
Values	Core Behaviours
Heritage Excellence Accountability Respect Trust	Focused Passionate Team Player Integrity Responsible

Name.....

Signature.....

Date.....