



## Job Description

<b>Job Title:</b>	Commis Chef
<b>Accountable to:</b>	Head Chef
<b>Accountable for:</b>	N/A
<b>Liaison with:</b>	Fellows, Students, College Staff

### Overview

University College was established in 1249 and currently has approximately 600 students and 250 staff. On a daily basis the Kitchen supplies hot and cold food for around 350 diners through the Buttery and up to 170 four course plated dinners 3 nights a week. Conference meals and private diners are also catered for by the Kitchen.

University College's Kitchen has 8 Chefs and 7 Kitchen Porters working at pace in a friendly environment. We work to high standards and in order to achieve these provide our Chefs with a range of development opportunities. The Kitchen is part of the Sustainable Restaurant Association and has achieved 5 stars for Scores on the Doors since the standard was first introduced.

### Job Purpose

The post holder will be required to assist the kitchen brigade on producing high quality food for students, fellows and staff of the college. To maintain the cleanliness of the kitchen and all store areas in line with the cleaning schedule. To follow all standards of production and working practices as instructed by Senior Chefs. To work alongside Commis Chefs and direct Kitchen Porters in any standards or working practices set by senior chefs.



### **Main duties and Responsibilities**

- To prepare and cook food to the College's standards.
- To be actively involved with further personal training to develop and improve your current skill set in readiness for a more Senior Kitchen Role.
- To assist in projects and the setting of 'Standards of Practice' as requested by the Senior Chefs.
- To assist with menu preparations as needed and requested by the Senior Chefs.
- To assist with the ordering of food for use on your section as needed, in accordance to menus and College functions.
- To meet daily deadlines and targets as instructed.
- To maintain set standards at all times.
- To assist with receiving and checking of deliveries as required.
- To assist in the security of the stores and fridges in the kitchen area
- To work as a team with all departments to produce the best experience for customers & colleagues alike.
- Any other reasonable task which falls within the prime objective of this job.



## Person Specification

### *Essential Qualifications, Skills and Experience*

- Working knowledge of food hygiene and health and safety practices.
- Excellent communication skills - ability to understand and follow written and verbal instructions.
- Substantial experience of delivering good quality food within a set framework of standards.
- Ability to lead effectively and demonstrate adaptability to take on new tasks and procedures
- Ability to work under pressure and to meet deadlines.
- An approachable “can do” attitude to their style
- Self-motivated, work effectively as a team player.
- Willingness to undertake training

### *Desirable*

- Professional and friendly manner.
- Working as part of a team and on own initiative.
- Food hygiene certificate