

Job Description	
Job title	Commis Chef
Department	Catering
Reports to (Position Title)	Head Chef

This document outlines the output and key accountabilities required of the post holder, as well as skills, qualifications and experience needed in order to carry out the role. It is not a definitive list.

Purpose of the role

We are looking for a qualified Commis Chef to join us at an exciting time when Caius is travelling on a journey to deliver food excellence throughout our food provision to our varied customers.

Background information	
Based at	Gonville and Caius College, Trinity Street, Cambridge.
Hours of work	40 hours, 5 days per week
Contract type	Full time Permanent
FTE	1.0
Qualifications	NVQ Level 2 in professional Cookery
Key skills	Cooking, organised, fast paced, multi tasker
Work experience	Minimum 2 years in a professional kitchen
Budget Responsibilities	No

Main duties and Responsibilities	Time/ Frequency
<ul style="list-style-type: none"> To help prepare, cook and present all dishes to a high standard which meets and exceeds the College's expectations. 	Daily
<ul style="list-style-type: none"> To ensure that the kitchen area, equipment and storage areas are kept clean and tidy at all times. 	Daily
<ul style="list-style-type: none"> To work efficiently and safely. 	Daily
<ul style="list-style-type: none"> To follow food safety policy accordingly. 	Daily
<ul style="list-style-type: none"> To liaise effectively with other staff on the team, Front of House and from other departments and with external service providers such as delivery staff. 	Daily
<ul style="list-style-type: none"> To be aware of food allergies and the appropriate measures in place to deal with these. 	Daily
<ul style="list-style-type: none"> To be commercially minded and work within budget constraints. 	Daily
<ul style="list-style-type: none"> To work to and maintain the highest standards of hygiene and food safety. 	Daily
<ul style="list-style-type: none"> Supporting the Head chef, Sous chefs and Chef de Partie's in required daily duties. 	As required
<ul style="list-style-type: none"> Work different areas of the kitchen when requires. 	As required
<ul style="list-style-type: none"> Daily prep list and stock management. 	Daily

Main duties and Responsibilities	Time/ Frequency
• Do other duties as required, such as deliveries and stores support.	Daily
• Stock rotation and labelling of all products.	Daily

FURTHER REQUIREMENTS & INFORMATION RELEVANT TO THE ROLE

Additional role requirements	Yes	No		
DBS check		x		
Lone working	x			
Manual handling	x			
Working at height		x		
Uniform required	x			
Training requirements	iHasco ID	Duration	Yes	No
Bullying & Harassment for Employees	108	22	x	
COSHH	628	26	x	
Cyber Security Awareness	6428	39	x	
Emergency First Aid at Work Refresher (EFAW)	1888	52	x	
Equality, Diversity & Inclusion	3874	60	x	
Fire Awareness	415	30	x	
Food Allergy Awareness	2207	38	x	
Food Safety & Hygiene (Level 2)	1886	70	x	
GDPR UK: Essentials	3627	38	x	
HACCP Level 2	1109	35	x	
Health and Safety Essentials	2227	48	x	
Lone Worker Safety	4738	46	x	
Manual Handling	471	35	x	
Personal Protective Equipment (PPE)	2613	38	x	
Slips, Trips & Falls	1913	30	x	

Team Responsibilities

- Participate in team meetings when required.
- Share ideas for improvements.
- Help other employees when you have spare capacity or time.
- Help cover staffing shortfalls when required.
- Help to keep the department calm by working well and showing consideration for others.

Health and Safety

All employees must adopt a responsible attitude towards health and safety and to comply with any procedures as required by the College in order to ensure the health and safety of themselves, their colleagues and any other persons that may be affected by their actions. They must be prepared to undertake any training provided in relation to health and safety or which is identified as necessary in relation to their work.

Continuous Professional Development

Caius is supportive of continuous professional development and opportunity for training and development will be provided.

Person Specification

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	Criteria	Essential/ Desirable	Assessment Method: A - Application I - Interview T - Test
Qualifications and Training	<ul style="list-style-type: none"> NVQ level 2 or 3 diploma in Professional Cookery or City and Guilds 706/1 (or equivalent) 	E	A
	<ul style="list-style-type: none"> Basic food hygiene certificate 	D	A
	<ul style="list-style-type: none"> Food allergen certificate 	D	A/I
Knowledge, Skills & Proven abilities	<ul style="list-style-type: none"> Able to follow instructions and learn modern techniques 	E	I
	<ul style="list-style-type: none"> Understand modern trends from street food to modern European 	D	I
	<ul style="list-style-type: none"> Able to use fresh ingredients and know how to prepare them, or follow instructions when unknown 	E	A
	<ul style="list-style-type: none"> Able to work with large numbers 	D	I
Behaviours	<ul style="list-style-type: none"> Ability to be flexible to work all sections 	E	I
	<ul style="list-style-type: none"> Fast paced and able to multi task 	E	I
	<ul style="list-style-type: none"> Can and want to do attitude 	E	I
	<ul style="list-style-type: none"> Team player 	E	A/I
	<ul style="list-style-type: none"> Flexible in shift covering 	D	I

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