

Job Description	Commis Chef
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
<p><i>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.</i></p>

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 (eg Daily / wk / monthly / as required)
<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

Main duties and Responsibilities	Time / Frequency (eg Daily / wk / monthly / as required)
<ul style="list-style-type: none"> To work to and maintain the highest standards of hygiene and food safety. 	
<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
<ul style="list-style-type: none"> Do other duties as required, such as deliveries and stores support 	Daily
<ul style="list-style-type: none"> Stock rotation and labelling of all products 	Daily

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) 	essential	A
	<ul style="list-style-type: none"> Basic food hygiene certificate 	Desirable	A
	<ul style="list-style-type: none"> Food allergen certificate 	Desirable	A/I
Knowledge, Skills & Proven abilities	<ul style="list-style-type: none"> Able to follow instructions and learn modern techniques 	essential	I
	<ul style="list-style-type: none"> Understand modern trends from street food to modern european 	Desirable	I
	<ul style="list-style-type: none"> Able to use fresh ingredients and know how to prepare them, or follow instructions when unknown 	essential	A
	<ul style="list-style-type: none"> Able to work with large numbers 	Desired	I
Behaviours	<ul style="list-style-type: none"> Ability to be flexible to work all sections 	essential	I
	<ul style="list-style-type: none"> Fast paced and able to multi task 	essential	I
	<ul style="list-style-type: none"> Can and want to do attitude 	essential	I
	<ul style="list-style-type: none"> Team player 	essential	A/I
	<ul style="list-style-type: none"> Flexible in shift covering 	Desired	I

FURTHER REQUIREMENTS & INFORMATION RELEVANT TO THE ROLE

Additional role requirements	Yes	No
DBS check		
Lone working		
Manual handling	x	
Working at height	x	
Uniform Required		x
Training requirements		
Fire safety	X	
Health & Safety	X	
Data Protection	X	
Equality & Diversity	X	
The Prevent Duty		
Understanding Unconscious Bias	X	
Cyber security	X	
Dignity at work	X	
Anti-bribery and corruption	X	
Microsoft Office		
Accommodation database		
Kinetics		
Raisers Edge		
Drupal CMS		
Cascade		
Camsis (student information database)		
Intensive College Porter training programme		
Fire Evacuation Chair training		
Fire Extinguisher training		
Fire Warden		
Mental Health Awareness		
Porters Lodge diary		
COSHH	x	
HACCP	x	
Food Hygiene	x	
Allergen training	x	
First Aid		



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.

This role profile outlines the duties required at the current time to indicate the level of responsibility. It is not intended to be a comprehensive or exhaustive list and may be varied by the College management to include other reasonable requests which are up to the same skill level, and of the same type, already undertaken and which do not change the general character of the job or the overall level of responsibility.

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.