



## JOB DESCRIPTION

<b>Job Title:</b>	Commis Chef
<b>Department / Unit:</b>	Commercial Services
<b>Job type</b>	Full Time, Permanent
<b>Grade:</b>	2
<b>Accountable to:</b>	Head Chef, Sous Chef, Chef de Partie, Demi Chef de Partie
<b>Accountable for:</b>	Work of Trainee Chefs and Kitchen Porters
<b>Purpose of the Post</b>	
<p>To prepare and cook dishes for meals to be served for Counter service, Banquet and Fine Dining. Food must be well balanced, seasoned correctly and be presented at a very high standard.</p> <p>To supervise the food prepared on shift to ensure it is delivered to a high standard.</p>	
<b>Key Tasks</b>	
<p><b>Role Specifics</b></p> <ul style="list-style-type: none"> <li>• To work in the kitchen carrying out preparation and cooking of food in line with the menus set and ensure that the taste and presentation of all food delivers a wow factor to customers.</li> <li>• To take responsibility for quality of food produced on shift.</li> <li>• To work effectively with supervision.</li> </ul>	
<p><b>Day to Day</b></p> <ul style="list-style-type: none"> <li>• To assist and ensure your section of the kitchen produces and delivers quality food on the counter at the required times for counter /Banquet service.</li> <li>• To organize workspace efficiently and complete own tasks on daily work schedule within time allocated.</li> <li>• To prioritize to ensure important and urgent tasks are completed within their deadline</li> </ul>	
<p><b>Operational</b></p> <ul style="list-style-type: none"> <li>• To ensure that all food produced by the recipe and has been tasted by yourself or counter tasted by a colleague, adjusting to correct levels prior to being delivered to the counter.</li> <li>• To ensure any preparation as guided by line manager is completed</li> <li>• To liaise with other chefs to ensure effective communication is established and maintained so that innovative ideas are shared and benefits are widely spread.</li> </ul>	

**Financial**

- To ensure appropriate stocks of food are maintained, controlled, secured and that stock takes are carried out in line with college procedures.
- To ensure Food Production Sheets are fully completed after each service.
- To engage in preparation and cooking of food whilst ensuring wastage is reduced to a minimum.

**Legislative/Compliance**

- To comply with all H&S legislation and procedures including but not limited to College HACCP systems and COSHH regulations.
- To ensure all work and store areas and equipment under your control are clean, tidy and comply with food safety, health and hygiene.
- To be responsible for your own Health and Safety and for those around you, demonstrating safe manual handling techniques at all times.
- To treat everyone fairly, working according to the principles of equal opportunity as outlined the Employee Handbook.

**Customer Focus**

- To maintain positive and enthusiastic communication with customers, colleagues and managers within yours and other units.
- To understand your colleague's roles and responsibilities and co-operate with them with customer focus at the core of your actions.
- To promptly report any complaints to the Head Chef / Manager.

**Administration**

- To ensure accurate completion of Section Cleaning Schedules, Temperature Records and Kitchen Control Sheet as required. All administration will be completed either manually or using a computer.

**Demands of the Role**

Ensure compliance with college policies and procedures:

- To be aware of College and Departmental Values and Objectives and support their achievement.
- To familiarize yourself with all college policies and procedures and to ensure they are being adhered to on a daily basis.

Ensure the requirements of the Staff College Handbook are fulfilled at all times:

- To promote a smart and professional image of the College at all times especially when in front of customers including wearing the uniform issued to you and maintaining a high standard of personal hygiene.
- To be willing to work in excess of usual working hours when the balance of the company's work or allocated responsibilities requires this. We do not expect excessive working hours, rather we require flexibility when there is a clear benefit to the Organisation.
- To continuously seek to improve performance by learning and developing new skills and keeping up to date with latest developments in the sector.
- To be physically fit and healthy to be able to perform in this post.

### **Other Duties**

The duties listed are not exhaustive and may be varied from time to time as dictated by the changing needs of the College. The post holder will be expected to undertake other duties as appropriate and as requested by his/her manager.

The post holder may be required to work at any of the locations at which the business of Royal Holloway is conducted.

### **Internal and external relationships**

The following list is not exhaustive but the post holder will be required to liaise with:

Front of house Manager and staff  
Conference Team  
Commercial Services Maintenance Team  
Health and Safety Team  
Student Union Representatives

<b>Job Title:</b>	Commis Chef (Kitchen Specific)
<b>Department / Unit:</b>	<b>Hub Kitchen</b>
<b>Operational</b>	<p>The Hub is open seven days a week and you will be required to work Five days from seven for the following operational periods:</p> <p>College Student Term Calendar  College Open Days throughout the year  Easter and Summer Language Schools</p>
<b>Services Provided</b>	<p><b>College Student Term Calendar</b>  The hub provides International Concept style food offers which is very individual to the customer. Service from counters from:</p> <p><b>Monday to Friday</b>  Lunch – 11.30am – 2.30pm</p> <p><b>Weekends</b>  Lunch – 11.30am – 2.30pm  Dinner – 5pm – 7.30pm</p> <p>Times may vary subject to agreed services with the college</p> <p>The Hub provides Hospitality Buffet menus to lower half of Campus</p> <p><b>Language Schools</b>  To produce and serve an agreed menu for the client for the following services which</p> <p>Breakfast – 7am – 9am  Lunch – 11.30am – 2.30pm  Dinner – 5pm – 7.30pm</p> <p>Times may vary subject to agreements with the clients</p>
<b>Shifts</b>	<p>General Shift Patterns in the Hub are</p> <p><b>Monday to Friday</b>  8am – 4pm</p> <p><b>Weekends</b>  8am – 4pm  12pm – 8pm</p> <p>These times may vary according to the needs of the business according to the college</p>

<b>Department / Unit:</b>	<b>Founders Kitchen</b>
<b>Operational</b>	<p>Founders is open five days a week and you will be required to work an occasional weekend for the following operational periods, depending on college business.</p> <p>College Student Term Calendar. College Open Days throughout the year</p> <p>Conference/Wedding season.</p>
<b>Services Provided</b>	<p><b>College Student Term Calendar</b> Founders provides a Home from Home food offer which is served from the counters from:</p> <p><b>Monday to Friday</b> Lunch – 11.30am – 2.30pm Dinner – 5pm – 7.30pm Times may vary subject to agreed services with the college. Founders provides Hospitality Buffet menus to the upper half of Campus</p> <p><b>SCR</b> Provides a Home from Home style food for mainly academic staff served from the counter from:</p> <p><b>Monday – Friday</b> Lunch - 11.30am – 2pm</p> <p><b>Crosslands</b> Crosslands provides bar type food and grab &amp; go type food. Which is served from the counters from:</p> <p><b>Monday – Friday</b> Breakfast – 8am – 10.30am Lunch – 11.30am – 3pm</p> <p><b>Conference/Wedding season</b> These are functions that can be held over a seven day working week and times of functions are bespoke to the client</p>
<b>Shifts</b>	<p>General Shift Patterns for the Founders are:</p> <p><b>Monday to Friday</b> 7am – 3pm 10am – 6pm 12pm – 8pm</p> <p>SCR: 7am – 3pm</p> <p><b>Conference/Wedding season</b> Due to bespoke booking from clients shift patterns are allocated to the business required. If you work over your 35 hour contracted shift, then additional hours are paid at overtime rate</p> <p>These times may vary according to the needs of the business according to the college</p>

<b>Department / Unit:</b>	<b>Street Food Van</b>
<b>Operational</b>	The Van is operational five days a week. You will be required to work for the following operational periods: College Student Term Calendar College Open Days throughout the year
<b>Services Provided</b>	<b>College Student Term Calendar</b> The Van provides International Street food style offers. Service from the Van from: <b>Monday to Friday</b> Lunch 11.30am – 2.30pm  Times may vary subject to agreed services with the college
<b>Shifts</b>	General Shift Patterns in the Van are: <b>Monday to Friday</b> 8am - 4pm  These times may vary according to the needs of the business according to the college