### JOB DESCRIPTION

<table>
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<tr>
<th>Job title:</th>
<th>Commis Chef</th>
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<tr>
<td>Reports to:</td>
<td>Sous Chef, Senior Sous Chef, Head Chef</td>
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<tr>
<td>Department:</td>
<td>Catering</td>
</tr>
<tr>
<td>Direct reports:</td>
<td>N/A</td>
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<tr>
<td>Date:</td>
<td>February 2019</td>
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### JOB PURPOSE & GENERAL INFORMATION

The post holder, with the support of the Head Chef, Senior Sous Chef and Sous Chefs will deliver, through a hands on approach, the effective and efficient operation of food preparation, production and delivery for service, in a number of catering outlets, cafes and bar/restaurants for student members and customers. They will personally deliver, and ensure the maintenance of, very high and consistent standards of food production and service and cover for the Sous Chef when required.

With the Head Chef or Sous Chef, to have input into varied menus for the different outlets, providing excellent quality and value to student members and customers and to ensure all kitchen staff aspire to, and achieve, high levels of excellence in all areas of their work.

To personally create and produce food for service for both service counter style and a la carte outlets.

To follow the procedures for all kitchen orders, purchases and stocks effectively and accurately, and to ensure the ordering of stock for kitchen areas is through a central ordering system within agreed procedures, and ensuring that security of kitchen food stocks are a priority.

To comply with all current relevant legislation and licensing within the kitchen areas and to ensure excellent levels of cleanliness and food hygiene in all kitchen and food storage areas.

### MAIN DUTIES AND RESPONSIBILITIES

#### Standards and Service

- To work supervised in preparation of food and producing dishes in all areas of the kitchens, depending on the business requirements
- To work in an efficient and effective manner
- To help with ordering of stock by advising the Chef of any requirements
- To safely use all dangerous machinery and kitchen equipment in accordance with Manufacturer’s instructions
- To be aware of stock, delivery and rotation systems and adhere to these as required
- To ensure all kitchen cleaning rotas are completed and maintained daily, ensuring all kitchen areas are clean tidy and free from rubbish at all times
- To have the ability to communicate to customers and with other staff, creating a relaxed friendly atmosphere even whilst under pressure of a busy day
- To work well within a team creating good working relationships
To demonstrate and practice excellent standards of teamwork and maintain and deliver on high standards of expectation from each other and Edinburgh University Students’ Associations

To adhere to all appropriate Health and Safety, COSHH, Food Hygiene, licensing and fire regulations

To maintain the working relationship between kitchen and service staff and ensure it is positive, amicable and professional at all times

To ensure fridges, freezers and storage areas are kept clean and tidy, and all stock stored is in accordance with food hygiene regulations

To be trained in the use of tills and to use them as and when required

To attend all Health and Safety and fire training sessions as and when required

To maintain a high standard of personal hygiene and professional appearance

To maintain the cleanliness and hygienic standard of any areas of the kitchen, and help others on their sections as and when necessary

To support the kitchen staff to ensure consistent excellent standards of food production, presentation and delivery to service in the food outlets

To ensure that all food production areas and kitchen equipment are maintained in a good operational state before and after shifts, that high standards of cleanliness and hygiene are maintained at all times, and that they are secure

To ensure food safety management systems are adhered to and accurate records are maintained

To personally provide a very high standard of food production and customer service and to maintain a charismatic, presentable and calm attitude at all times

To ensure standards in the kitchens are high enough to receive only highly positive feedback from any Environmental Health Officer inspection and also to meet ongoing standards set by the Catering Manager (and their Deputy)

To assist in the food preparation for both small and large buffets for internal Edinburgh University Students’ Associations events

Supporting the Head Chef

To ensure that the Head Chef, Sous and Senior Sous Chefs are appraised on a regular basis on all aspects of the kitchens in the catering outlets, and to attend regular team meetings

To take an active role in the regular department meetings, feeding information back to the staff, both verbally and in writing

Any other appropriate duties as deemed necessary by the HC, SSC or SC or their direct line managers

KEY RELATIONSHIPS

- Head Chef, Senior Sous Chef, Sous Chef, Catering Manager
- All Kitchen Staff
- Catering Service Teams
- Bars Teams
- Business Support and Controls Team
Other:

- The Students’ Association’s overall vision is that ‘all students at Edinburgh should have the power to shape their own future and enjoy a vibrant and cohesive student community where everyone is valued and respected’. Our staff have an essential part to play in achieving this vision. Every staff member at the Students’ Association, wherever they work, has the same responsibility.
- A commitment to the delivery of the Students’ Association’s Strategic Plan through the implementation of departmental plan activities
- A positive and respectful attitude to all Students’ Association staff, its management, the organisation as a whole, and its members, clients and partners
- To ensure that every student, staff member or visitor using any of our services has the best possible experience of that service and of the Students’ Association as an organisation.
- Adhere to and support Students’ Association’s Ethical, Environmental and Health and Safety policies and procedures
- A commitment to training and development of self and others
- Any other appropriate duties as reasonably required by your line manager, Departmental manager or Senior Management
**PERSON SPECIFICATION**

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**Person Summary:**
An enthusiastic, confident and competent Commis Chef or person with relevant experience of working in kitchens with good cooking skills and service, plus a good level of understanding of HACCP controls.

A person with very high expectations of themselves and others, with a passion for detail and the ability to maintain delivery at a consistently high standard.

**ESSENTIAL:**

**Knowledge and Experience:**
- Demonstrable experience as in a similar role with relevant qualifications relating to the food and beverage industry.
- Basic food hygiene qualification
- Experience of preparing buffets for small and large commercial events.
- Experience of preparing and cooking food to suit a wide range of customers including freshly prepared lunch and dinner plated meals.
- Experience of preparing and cooking food for large cafeteria style hot plate counter service outlets.
- Ability to apply strict portion control.
- Strong food presentation skills.
- Ability to approach the preparation and cooking of food to suit a range of customer budgets and tastes with equal enthusiasm and quality expectation.

**Personal skills and attributes:**
- A keen interest in developing skills and role as a chef.
- High personal standards of performance and pride in your work and high expectations of the team and organisation.
- A good level of standards in food quality and standards of presentation.
- The ability to build and maintain good working relationships with fellow staff and members/customers.
- Good communication and interpersonal skills.
- A demonstrable ability to cope with potentially stressful situations with a mature and calm disposition at all times.
- A willingness to learn new skills as required and undertake appropriate training.
- A good working knowledge of Health and Safety issues relating to food production, storage and delivery.
- Enthusiasm, self-motivation, imagination and ambition.
- Flexibility in terms of hours worked/shift patterns.
- Good sense of humour and an understanding of how to be happy at work.
**Other:**
- A very positive attitude towards Edinburgh University Students’ Association and a strong desire to work for the organisation and to help to support future developments to reach consistent standards of excellence for the whole organisation.
- A strong commitment to delivering a genuinely world leading student experience for our student members as well as for our customers.
- A strong commitment to the values of the organisation and a desire to make a positive contribution to those values.

**DESIRABLE:**

**Knowledge and Experience**
- Understanding of different international foods and experience of their preparation.
- Experience of preparing menus and food for café’s as well as restaurants & cafeterias.
- Clean driving licence and access to own vehicle

**Shared Values:**
Our core values are the most important way in which we define who we are. They guide our strategy, inform our everyday decisions and influence our behaviour, both as an organisation and as individuals representing the Students’ Association.
- Students first
- Home from Home
- A place for all
- Power to change

**Shared Competencies:**
- Communicating effectively
- Customer Focus
- Delivering results
- Initiative & Creativity
- Leading & Developing Teams
- Teamworking

For each of the above competencies, our competency framework describes the specific behaviors you need to demonstrate in this role. Within the competency structure, this is a Level 2 position.