

Job Description: Commis Chef

Function:	Universities
Position:	Commis Chef
Job holder NAME:	
Start Date (in job since):	
Immediate manager (N+1 Job title and name):	Head Chef – Alan Thomas
Additional reporting line to:	Facilities Manager
Position location:	University of Greenwich PFI – Avery Hill Campus
Contract Hours:	37.5 hours weekly
Hours rates:	£14.00

1. Purpose of the Job

The Commis Chef will support the kitchen team in preparing high-quality meals for students, staff, and visitors at the university restaurant. This role offers an excellent opportunity for someone looking to develop their culinary skills in a structured and professional kitchen environment. The Commis Chef will assist in maintaining the quality and efficiency of the kitchen operations while adhering to food hygiene and safety standards.

- Support the Head Chef in delivering the required standards of food and kitchen operation.
- Assist in the preparation and cooking of meals for breakfast, lunch, and dinner service.
- Ensure food is cooked and presented to a high standard, following university catering guidelines.
- Maintain cleanliness and organization of kitchen stations.
- Follow food hygiene, health & safety regulations, and allergen control procedures.
- Assist with stock management, including receiving and storing deliveries.
- Help with portion control and minimize food waste.
- Work efficiently in a fast-paced kitchen, ensuring timely service during peak meal hours.
- Assist in the preparation of special dietary meals as required.
- Provide support on Open days. During the summer let, your hours will change to suit the summer school services.
- Availability to work in different shifts between 6:00 am till 10:00 pm and some weekends over the summer period.
- Available to complete some overtime when required

2. Dimensions

Characteristics	664-bed student accommodation, University restaurant catering to students, staff, and visitors.
	Commis Chef, as part of the kitchen team, will provide support in food preparation and kitchen operations.

3. Organisation chart

Reporting to Head Chef & Catering Supervisor

4. Context and main issues

- To deliver a consistent level of service, within the Company's standards, to the contract specification and agreed performance.
- Reporting to Head Chef / Catering Supervisor
- To abide by Sodexo terms and conditions as stated in your contract.
- To always maintain a clean & organised working environment, with special regard to hygiene.
- Adapt to a demanding, flexible, and ever-changing work environment.

5. Main assignments

Commis Chef

- Assist in the preparation and cooking of meals for all service periods.
- Support senior chefs in food preparation tasks, including chopping, peeling, and basic cooking.
- Ensure that company Personal and Food Hygiene, Health and Safety Standards, policies, and procedures are adhered to at all times.
- Check and receive goods, ensuring they meet the required standard and quality, and report any discrepancies.
- Demonstrate good customer service attitude to clients, staff, and customers.
- Maintain cleanliness and organization of kitchen stations.
- Assist with stock management and portion control to minimize food waste.
- Work efficiently in a fast-paced kitchen, ensuring timely service during peak hours.
- Assist in the preparation of special dietary meals as required.
- Make sure the kitchen is clean and tidy at all times.
- Attend all nominated training courses to meet development needs and carry out the job role efficiently.
- Report any safety hazards or inappropriate compromises to the Head Chef or Catering Supervisor.
- Fulfill any reasonable management request as directed by the Head Chef or Catering Supervisor.
- Provide cover in other areas when required due to sickness or holidays.
- Provide support on Open days. During the summer let, your hours will change to suit the summer school services.

6. Accountabilities

- Promote a friendly working relationship with colleagues.
- Promote a good company image to customers and guests by using positive customer service practices.
- Compliance with Sodexo policies and procedures.
- Service innovation, development, and progression.
- Strong work ethic, leading by example.

7. Person Specification

ESSENTIAL

- Effective communication skills with customers, clients, and staff.
- Ability to work under pressure and meet performance criteria.
- Positive attitude toward learning and professional growth.
- Self-motivated with the ability to take initiative.
- Strong team player.
- Flexible approach to work shifts, including adjustments during out-of-term periods.
- Previous chef experience or passion for food and willingness to learn.
- Knowledge of basic cooking techniques and food hygiene standards.

DESIRABLE

- Experience in a similar kitchen environment.
- Familiarity with Sodexo policies and procedures.

8. Competencies

- Business Growth
- Quality of Services provided
- Client & Customer Satisfaction
- Support Sodexo Brand

9. Management Approval

Name			
Sign			

10. Employee – To be signed

Name			
Sign			