



Job Description

Function:	Operational
Position:	Apprentice Commis Chef
Job Holder:	
Start Date:	
Immediate Manager:	Head Chef / Chef Manager
Additional Reporting Line:	
Position Location:	Heritage Portfolio leisure sites, Scotland

1. Purpose of the Job

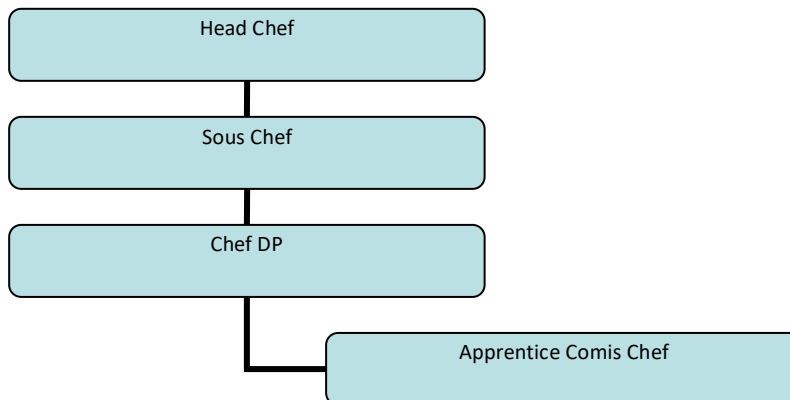
1	To support the delivery of high-quality food and hospitality services across Heritage Portfolio's leisure and event venues in Scotland.
2	To prepare, cook and present food to the required standard, following menus, recipes, allergen guidance and instructions from qualified chefs and the management team.
3	To develop practical kitchen skills while working towards the Chef Modern Apprenticeship at SCQF Level 5
4	To build confidence, knowledge and experience through on-the-job learning, cohort activity and added-value culinary experiences including masterclasses, supplier visits and event-based work experience.
5	To represent Heritage Portfolio and Sodexo positively, supporting an inclusive, people-focused culture and delivering excellent experiences for clients and customers.

2. Dimensions

Revenue: FY	£ tbc	EBIT growth	tbc	Growth Type		Outsourcing Rate		Region Workforce	
		EBIT margin	tbc						
		Net income growth	tbc			Outsourcing Growth Rate		Outsourcing Growth Rate	
		Cash Conversion	tbc						
Characteristics		Financial							
		Other							



3. Organisation Chart



4. Context and Main Issues

1	Heritage Portfolio aims to develop and retain the next generation of hospitality talent in Scotland by offering visible career pathways and structured apprenticeship opportunities.
2	The Commis Chef Apprentice role is designed for people starting their culinary career and will combine practical kitchen experience with an industry-recognised Modern Apprenticeship qualification.
3	The apprentice will work as part of a professional kitchen team across a busy leisure and events environment, supporting food preparation, service delivery and kitchen standards.
4	The role requires flexibility, teamwork and a willingness to learn across different services, events and customer settings.
5	The apprentice must follow all company policies and procedures, including food safety, health and safety, COSHH, uniform, personal hygiene and clock in/out requirements



5. Main Assignments

1	Prepare ingredients, dishes and menu items as directed by the Head Chef, Chef Manager or senior members of the kitchen team.
2	Support food production and service across Heritage Portfolio leisure sites and events, ensuring food is delivered safely, on time and to the required standard.
3	Follow recipes, portion controls, presentation standards and allergen procedures.
4	Maintain clean, organised and safe kitchen and food service areas before, during and after service.
5	Use kitchen equipment, cleaning materials and chemicals safely and correctly, following safe systems of work at all times.
6	Report any equipment, maintenance or building defects to the line manager promptly.
7	Take part in apprenticeship learning, workplace assessments, masterclasses, supplier visits and agreed development activities.
8	Continue to develop culinary skills, product knowledge and confidence within the role.
9	Complete all company and apprenticeship training as instructed.
10	Carry out any reasonable request from the management or supervisory team.

6. Accountabilities

1	Maintain high standards of food safety, cleanliness, hygiene and personal presentation.
2	Communicate effectively with the line manager, kitchen team, wider site team and learning provider.
3	Meet all Health and Safety, Food Safety and COSHH requirements relevant to the role.
4	Act as a positive ambassador for Heritage Portfolio and Sodexo.
	Support a high-quality customer experience by preparing food with care, consistency and attention to detail.

7. Person Specification Essential

1	A genuine interest in developing a career as a chef within hospitality, leisure and events.
2	Good communication skills and the ability to listen, follow instructions and ask questions when needed.
3	Able to work as part of a team in a busy kitchen environment.
4	Able to demonstrate attention to detail, reliability and a positive approach to learning.
5	Willingness to work towards the Chef Modern Apprenticeship at SCQF Level 5.

Desirable

1	Previous experience, work experience or study in catering, hospitality or food preparation.
2	Awareness of food safety, allergens and kitchen hygiene standards.



8. Competencies

• Teamwork and collaboration	Learning agility and willingness to develop
• Customer focus and service excellence	Health, safety and food safety awareness
• Quality, consistency and attention to detail	