**on-site services**

JoB description

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| --- | --- | --- | --- |
| Position Title | Commis chef | Department | Operations |
| Generic Job Title | Commis chef | Segment | Corporate Services |
| Team Band | Unbanded | Location | Toyota Epsom |
| Reports to | Executive Chef | Office / Unit name | Toyota UK Ltd |

## ORGANISATION StRUCTURE

Executive Chef

Executive Chef

Sous Chef

Head of Talent

Chef De Partie

Commis Chef

#### Job Purpose

* To assist the Executive Chef, Sous chef and Chef de parties with the team to incorporate new menus which demonstrate flair and innovation in the food service offer.
* To ensure the prompt and efficient preparation and service in all food areas to the company’s standard and to the client’s satisfaction.
* To ensure that the all company audits & documentation are attained to the required standard.
* To help deliver and achieve client KPI measurement and quarterly self-audits.
* Help provide the most cost effective catering service that offers the users quality and choice.
* To assist the Executive Chef, Sous chef and Chef de parties with new initiatives that deliver best value to the customer.
* Help promote healthy eating, well-being and employee satisfaction.

#### Accountabilities or “what you have to do”

* To organise and assist in the preparation and presentation of meals service (participating as necessary) at the required time, being provided to the standard laid down in the Service Level Agreement and to the Client's, Customer's and Sodexo’s satisfaction.
* To ensure that food is prepared with due care and attention, particularly concerning customers’ special dietary requirements: for example, nut, dairy, improved choice for ethnic minority customers or wheat allergies.
* To help work with any special functions as required, some of which may occur outside of normal working hours.
* To maintain satisfactory relationships with individuals at all levels within the Company and the Client organisation.
* To ensure that the Company's documentation and administration procedures are carried out to the laid down standard. This may be electronically, paper-based, or both, as instructed.
* To maintain the standards and integrity of the food offer and Service Level Agreement at all times.
* To maintain the Statutory and Company standards of hygiene, health and safety and take any action as is necessary. To ensure that the kitchen areas are maintained at a very high standard and correct working practices are adhered to.
* Attend to any reasonable requests made by the management team.

IRREGULAR DUTIES:

* To relieve and assist in other establishments in certain circumstances.
* To attend to and take all necessary action, statutory and otherwise in the event of accident, fire, loss, theft, lost property, damage, unfit food or other irregularities and complete the necessary return and/or reports.
* To attend meetings and training courses as requested.

**Key Performance Indicators (KPIs)** **or “What it will look like when you are doing the job well”**

* Assisting with all large events and Commercial event for the client
* To comply with the requirements of the quality monitoring system and seek opportunities for continual improvement in overall standards.
* Assisting and improving patronage throughout the site.
* Assisting in Company standard audits, Green Safegard, Green HR audit,
* Adherence to the food offer and menu.
* Consistency in standards, presentation and quality of food offer.
* Positive, developed team willing to go the extra mile to provide excellent service standards.

#### Dimensions

|  |  |
| --- | --- |
| ***Financial*** |  |
| ***Other*** |  |

#### Skills, Knowledge and Experience

Essential

* Excellent interpersonal skills and ability to communicate effectively with customers, clients and staff at all levels
* Good time management and organisational skills
* Ability to work well under pressure
* Ability to achieve standards and operate to performance criteria, with regard to hygiene
* Positive approach to learning in role and identifying own training needs as appropriate
* Self-motivated
* Sense of own initiative
* Ability to work effectively as part of a team
* Flexible approach to role

Desirable

* Basic food safety and health and safety.

#### Contextual or other information

* Whilst every effort has been made to ensure the details of this job description are correct - due to the varied requirements of the catering and support services industry, this job description cannot be exhaustive. Therefore, the jobholder may be required from time to time to carry out other tasks as required by management in order to meet the operational needs of the business.