

Job Description
Commis Chef

Clifton College

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| Function: | Independent Schools |
| Job:  | Commis Chef |
| Position:  | Chef |
| Job holder: |  |
| Date (in job since): |  |
| Immediate manager (N+1 Job title and name): | Head Chef |
| Additional reporting line to: | Catering Manager |
| Position location: | Clifton College |
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| 1. Purpose of the Job – To ensure the prompt and efficient preparation and service of all meals to the company’s standard and to the client’s satisfaction and maintaining the cleanliness and hygiene of the Unit to the required standard in the Service Level Agreement. |
| * Assist in the production, preparation and presentation of all meals and services to the company standards, within the agreed specification and to the agreed performance, qualitative and financial targets
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| 2. Dimensions – Point out the main figures / indicators to give some insight on the “volumes” managed by the position and/or the activity of the Department. |
| Revenue FY18: | n/a | EBIT growth: n/a |  | Growth type: | n/a | Outsourcing rate: | n/a | Region Workforce | n/a |
| EBIT margin: n/a  |  |
| Net income growth: n/a |  | Outsourcing growth rate: | n/a | HR in Region  | n/a |
| Cash conversion: | n/a |
| Characteristics  |  |

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| 3. Organisation chart – Indicate schematically the position of the job within the organisation. It is sufficient to indicate one hierarchical level above (including possible functional boss) and, if applicable, one below the position. In the horizontal direction, the other jobs reporting to the same superior should be indicated. |
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| **4. Context and main issues**  |
| * To assist with the preparation and drive the delivery of the meals to the pupils by enhancing the pupil experience in order to meet both client and company expectations whilst maintaining strict budgetary control in line with client and Sodexo expectations.
* To ensure that all statutory and company regulations and policies relating to Allergens, food hygiene, health, safety and fire are enforced, recorded and maintained at all times and resulting in Green Safegard audit.
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| 5. Main assignments – Indicate the main activities / duties to be conducted in the job. |
| 1. *Comply with all company and statutory regulations relating to Health and safety, safe working practices, hygiene, cleanliness, fire and COSHH. This will include awareness of any specific hazards in the work place.*
2. *Assist in the preparation, production, presentation and service of all meals ensure they are served at the correct times, within the company’s standards and to the agreed specification of the contract.*
3. *Ensure that the control of raw materials and portions are to the companys standards and to ensure food is served at the correct temperature*
4. *Ensure that all goods are quickly and correctly stored away on rotation system following the rule ‘first in first out’ and comply with health and safety regulations.*
5. *Assist in the service of meals as required.*
6. *Maintain a high standard of hygiene and cleanliness in the food preparation and food service area at all times.*
7. *Keep all work areas and surfaces clean and tidy at all times. Assist with routine cleaning schedules as required.*
8. *Ensure high standards of personal performance, hygiene, appearance and cleanliness at all times.*
9. *Communicate well and demonstrate a pleasant, polite, efficient, caring and friendly service to our customers and clients in all areas of service, which Sodexo provide.*
10. *Participate in any necessary training and team meetings as required to complete job responsibilities to the company’s and client’s standards.*
11. *Work as a team to promote harmonious working relationships within the Sodexo team*
12. *Assist at any special ad-hoc functions, some of which may occur outside working hours.*
13. *Report immediately any incidents of accident, fire, theft, loss, damage, unfit food, or other irregularities and take such action as may be appropriate.*
14. *Comply with all Sodexo Company policies/procedures and client site rules and regulations.*

***IRREGULAR DUTIES:***1. *To assist as required at special functions some of which may occur outside of regular hours, for which you will be paid overtime*
2. *To report any complaints and take action where possible*
3. *To report any incident of accident, fire, theft, loss damage and take action as may be appropriate or possible.*
4. *To attend meetings and courses as required.*
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| 6. Accountabilities  |
| * To establish and maintain satisfactory relationships with individuals at all levels within the Company and the Client organisation.
* To implement and maintain the Statutory and Company standards of policies food hygiene, health and safety and take any action as is necessary to ensure full compliance
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| 7. Person Specification  |
| * Strong level of literacy and numeracy
* Enhanced DBS Clearance
* A Great Passion for Food and Team Engagement
* Excellent interpersonal skills and ability to communicate effectively with customers, clients, and staff at all levels
* Good time management and organizational skills
* Ability to work well under pressure
* Computer literacy
* Ability to achieve and set standards and operate to performance criteria, with particular regard to hygiene
* Positive approach to learning in role and identifying own training needs as appropriate
* Self-motivated, sense of own initiative and the ability to meet target deadlines as set by the Account Manager
* Ability to work effectively as part of and in the development of a team with a flexible approach to role and to successfully implement change
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| 8. Competencies – Indicate which of the Sodexo core competencies and any professional competencies that the role requires |
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| * Innovation and Change
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| * Employee Engagement
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| * Learning & Development
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| 9. Management Approval – To be completed by document owner |
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| Document Owner | Independent Schools |

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