

JOB DESCRIPTION and PERSONAL SPECIFICATION

Commis Chef (casual)



part of the HQ Theatres Group

Venue: The Plough

Department: Kitchen

Reporting to: Head Chef/Sous Chef

Job Objective: To assist the kitchen team in food production operation to achieve maximum sales and profit by providing excellent standards of food to all our customers. To uphold all HQ Hospitality's standards and legislation as instructed.

JOB DESCRIPTION

Key Functions

General Functions

1. To help produce and maintain consistent food standards and quality across all areas within the business.
2. To help ensure the appropriate quality control measures and hygiene practices are implemented and achieved at all times.
3. To ensure operational areas are properly prepared and stocked for all services and functions.
4. To take an active part in the all Training activities.

Maintenance

1. To maintain all equipment within the catering operation, through due care and diligence, as instructed.
2. To notify Chef/Management for engineer call outs for all repairs on catering equipment unless instructed otherwise.

Health and Safety

1. In conjunction with the Head Chef, ensure the company's Health and Safety Policy is fully promoted and arrangements have been made to carry out the policy.
2. To have a good understanding of all current Food Hygiene and Health and Safety legislation.

Other Duties and Responsibilities

1. The post holder will undertake training and development as appropriate and keep apprised of developments.
2. The post holder will carry out any other duties as appropriate to the post and as requested by the General Manager, Head Chef and Sous Chef.

This job description is current at commencement of employment. In consultation with you, it is liable to variation by management to reflect or anticipate changes in, or to the job.

I acknowledge receipt of, and confirm my agreement to carry out the duties as described. I understand this job description is current at the date shown above and that, in consultation with the post holder, it is liable to variation by management to reflect or anticipate changes in or to the job.

Signed: _____
(Post holder)

Date: _____

Signed: _____
(For and on behalf of HQ Theatres Ltd.)

Date: _____

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PERSON SPECIFICATION

ESSENTIAL

Good knowledge of English cookery	
Positive approach to training and development	
Flair for cooking with fresh quality ingredients	
Able to follow instructions and carry out tasks accurately and within given time frames	
Ability to work effectively as part of a team in a pressurised environment	
Food Hygiene Certificate	
NVQ Qualifications 1&2	

DESIRABLE

Experience in contract catering in a busy large scale operation	
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PERSONAL

Willing to work flexible hours as regular weekend and Bank Holiday work is required	
Good sense of humour	