



JOB DESCRIPTION

Job Title:	Commis Chef
Responsible To:	Head Chef via the Sous Chefs, Senior Sous Chef and CDP's
Place of Work:	Christ's College, Cambridge and all property owned by the College in and around Cambridge
Salary Range:	Spine Point 28 on the University's single salary spine chart
Hours:	Average of 36.5 hours per week. The kitchen staff work a rota system which includes working evenings and weekends.
Holidays:	33 days annual leave (including public holidays)
Pension Scheme:	The College offers membership of a contributory pension scheme. Subject to your age and earnings level, you may be eligible for auto-enrolment into the scheme and you have the right to opt in at any time.

Job Summary

The Commis Chef will work as part of the busy kitchen team, providing a full catering service to the College.

Key Responsibilities

- To help keep up the standards and organisation of the various sections in the kitchen, under the supervision of senior chefs.
- Assist in the preparation, cooking and presentation of all dishes to the highest standards.
- Ensure that the kitchen area, equipment and storage areas are kept clean and tidy at all times.
- Work efficiently and safely.
- Liaise effectively with other staff on the team, Front of House and from other College departments.
- Maintain professional communications with other related departments.
- Ensure that the cleaning schedule is adhered to.
- Ensure prepared food is stored correctly following proper temperature checks and labelling and storing.

- In the absence of a section chef, provide cover as required.
- Liaise effectively with external service providers such as delivery staff.
- Be aware of food allergies and the appropriate measures in place to deal with these.
- Work to and maintain the highest standards of hygiene and food safety.

The above is not an exhaustive list of duties. The post-holder may be asked to take on different tasks as required, and all employees are expected to work collaboratively to support the overall work of the College.

General Responsibilities

- Take part in the College's appraisal scheme and to undertake training as required.
- Be responsible for your own health and safety in the workplace.
- Fully comply with all the College's policies including equality of opportunity and data protection.
- Undertake any other reasonable request or duties commensurate with your post.

PERSON SPECIFICATION

Criteria	Essential	Desirable
Education/ Qualifications	○ GCSEs or equivalent	
Experience		○ Knowledge of COSHH in a similar environment ○ Knowledge of basic food hygiene ○ Some practical experience working in a busy kitchen or catering environment ○ Experience of working in a team
Abilities and Skills	○ Ability to achieve and maintain high levels of service and hygiene ○ Ability to work under pressure ○ Accuracy and attention to detail ○ Ability to work as part of a team ○ Willingness to adopt a flexible and collaborative approach to tasks	
Personal attributes	○ Smart appearance ○ Honest, reliable and hard working ○ Good personal hygiene	

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