

Westminster College, Cambridge: Job Description

Position: Commis Chef

Full time - 36.5 hours per week (includes evenings and weekends)

University grade 2 - £22,630* to £22,681

Reporting to the Hospitality Manager through the Head Chef, but working as part of a wider team, you will be responsible for all aspects of the college's food preparation business. This will include helping the Head Chef or Sous Chef in delivering the right amount and quality of food for the business and following food safety regulations at all times. You will have a basic level of skills, personal professional competence, and organisation. You will be as creative as you can be, take initiative when appropriate and participate fully in the smooth running of the College.

General responsibilities

- Organise your time and work without continuous supervision.
- Have pride in your work, work to a high standard and provide a high level of service.
- Respect the privacy of residents.
- Work in a safe and conscientious manner, observing health and safety requirements, including those relating to COSHH, manual handling, working at height and fire regulations.
- Alert the Head chef or Sous Chef of any concerns or opportunities.

Particular responsibilities

You will:

- Follow recipes and instructions from Head Chef or Sous Chef to deliver menus for students, staff and conferences and events within the college.
- To support Head Chef or Sous Chef in development of catering services.
- To carefully ensure quality, nutritional balance diet for residential students.
- To follow the shift rota pattern as business requires.
- To be prepared to work flexible hours to cover the other team members' leave or absences.
- To manage stock of ingredients and consumables.
- To receive deliveries, check against order and invoice. Check critical control points where applicable.
- To ensure that all deliveries are put away appropriately.
- To check invoice price and amounts delivered are accurate before authorisation.
- To prepare, cook and serve meals to the standard required.
- To observe, follow all legislative Health and Hygiene practices and policy.
- To accurately record and follow HACCP's information's, to manage and critical control points log.
- To follow and adapt to new methods, dishes and appliances instructed by the Head Chef or Sous Chef
- To work efficiently with the Catering Staff.
- To assist with clearing, washing and storing crockery, cutlery and equipment required during and by the end of each shift.
- To ensure cleaning schedules are completed appropriately.
- Any other task as directed by the Hospitality Manager, which are consistent with the aims of this post.

Other matters

You will have a flexible approach to working hours and be prepared to work evenings and weekends.

You will familiarise yourself with and always comply with regulations, policies and procedures of the College including Health and Safety and Fire regulations.

You will always act in the best interests of the College.

You will act within any standing orders or financial limitations imposed by the Governors, Management committee, Principal, Bursar or the Domestic Manager.

Expected Standards

- **Communication** - Communicate effectively with colleagues and internal and external customers.
- **Equality and Diversity** – Act in ways that support a culture which promotes equality and values diversity.
- **Health, Safety and Security** – Act in ways that protect own and others’ health, safety, and security.
- **Customer service** – Deliver excellent customer service.
- **Personal and People Development** – Take responsibility for own personal development and develop skills and knowledge to enable effective work performance.

Further details available in Expected standards document

Person Specification

ESSENTIAL	DESIRABLE	MEASUREMENT
1. Education and Training		
<ul style="list-style-type: none"> • Educated to GCSE / NVQ2 level or equivalent with good spoken English skills. • Level 1 food hygiene completed or willingness to complete straight away 	<ul style="list-style-type: none"> • Qualification in professional cookery completed or underway 	Application Form / Interview
2. Relevant Experience		
<ul style="list-style-type: none"> • At least 6 months of recent and relevant experience working in a kitchen environment. • Experience of working independently and within a team 	<ul style="list-style-type: none"> • Experience in fine dining kitchen environment • Experience in College kitchen 	Application Form / Interview
3. Special Knowledge and Skills		
<ul style="list-style-type: none"> • Respect for the Christian ethos of the College • Respect for all College visitors (including customers, volunteers and URC colleagues or members) • Understanding or willingness to understand HACCP and food safety systems. • Ability to follow recipes • Good understanding of allergens 	<ul style="list-style-type: none"> • Completed training in HACCP and or food safety systems. • Completed allergen training 	Application Form / Interview / Trial shift
4. Special Qualities and Aptitudes		
<ul style="list-style-type: none"> • Good communication skills • Proven capacity to work alongside others. • Pro-active, able to take initiative and able to work alone when required. • Reliable • High standard of, and pride in, work • Able to understand, anticipate and contribute. • Professional approach • Prepared to train and develop. • Able to take on specific responsibilities. • Good level of organisation skills 	<ul style="list-style-type: none"> • Helpful and friendly with a ‘Can do’ attitude. 	Application Form / Interview / Trial shift
5. Any other requirements		
<ul style="list-style-type: none"> • A willingness to work flexibly across the year, as the role involves 7am starts and 11pm finishes on a rota basis, including weekends. 	<ul style="list-style-type: none"> • Living within 20 miles radius or 45 minutes from the College for easy travel • Own transport 	Application Form / Interview

October 2023