

## JOB DESCRIPTION

**Job Title:** Commis Chef - Pastry

**Department:** Kitchen

**Reports to:** Section Chef/Sous Chef/Shift Head Chef

### **Purpose of role:**

To assist the Shift Head Chefs, Sous Chefs and Chefs de Partie (Section Chefs) in the production of fresh menu items whilst complying with the relevant policies, procedures and laws relating to the production and sale of foods.

### **Key accountabilities:**

- Practice and utilise recipes, methods and help prepare a variety of food dishes to a high standard of preparation, production, food quality, plating up, presentation and service dishes under the guidance and instruction of the Senior Team.
- Help prepare, learn and be aware of various dietary requirements, food allergens and religious customs.
- To practice and ensure that the Section opening and close down procedures are followed.
- To practice and utilise Mise en Place (M.E.P) lists, handover procedures, being aware of all daily menus and forthcoming functions in advance by checking the kitchen notice boards and menus for any amendments.
- To maintain a high standard of hygiene within the department as required by the "Food Safety Act 1990", "Food Safety (General Food Hygiene) Regulations 1995" and the "Food Hygiene (England) Regulation 2006" and any subsequent legislation or guidance to enforce the department's Food Safety Management System and recommend amendments to these procedures as and when appropriate. To ensure all 'Daily Hygiene Checklists' are completed.
- To ensure correct usage of equipment and reporting any faults to the senior team.
- To ensure that wastage is monitored and kept to a minimum wherever possible.
- To utilise and manage all aspects of Trinity's Food Safety Policy and 'Hazard Analysis and Critical Control Points' (HACCP) in association with Food Alert and Monika.
- To practice and utilise all aspects and procedures in accordance with Trinity's allergen policy.

The College reserves the right to make reasonable changes to the duties and requirements in the job description, which may be necessary to meet the changing needs of the role or to reflect the latest technology or best practice.

## PERSON SPECIFICATION

Criteria	Description
<b>Experience</b>	<ul style="list-style-type: none"> <li>• At least 2 years' experience working in a commercial environment as a Pastry Commis Chef</li> <li>• A working knowledge of and a proven track record in delivering, classical and modern methods of cookery</li> <li>• Knowledge of special diets and nutrition</li> </ul>
<b>Skills and personal qualities</b>	<ul style="list-style-type: none"> <li>• Be able to demonstrate good organisational skills</li> <li>• IT skills (emails)</li> <li>• Committed with high personal performance standards</li> <li>• A creative person who is able to show flair when presenting a dish</li> <li>• Good communication skills</li> <li>• High standard of personal hygiene and general physical fitness</li> <li>• Punctual</li> <li>• Able to work as part of a busy team</li> <li>• Be willing to learn new trends</li> </ul>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Qualified to NVQ 1 &amp; 2 Hotel &amp; Catering is desirable</li> <li>• Working knowledge of HACCP</li> <li>• Working knowledge of COSHH</li> <li>• Full knowledge of allergen legislation &amp; customer dietary requirements</li> <li>• Good working knowledge of relevant Health and Safety regulation</li> <li>• Certificate in Level 2 Food Hygiene</li> </ul>
<b>Additional requirements</b>	<ul style="list-style-type: none"> <li>• Keeps abreast and develops own skills</li> <li>• Requirement to work additional and unsociable hour's necessary to maintain service provision and meet fluctuations in business patterns.</li> <li>• Willingness to take a flexible approach to work duties working a mixture of late, early and weekend shifts for special functions as requested and to cover staff sickness</li> </ul>

## EMPLOYMENT DETAILS

<b>Rate of Pay:</b>	£21,957 per annum (including shift allowance)
<b>Hours:</b>	75 hours per fortnight excluding unpaid breaks, worked on a shift basis including early, late and weekend shifts.
<b>Holiday:</b>	33 days per annum including 8 public holidays.
<b>Meals:</b>	Free lunch is provided for staff whose duties cover this period.
<b>Pension Scheme:</b>	A pension scheme, which complies with the requirements of the Occupational and Personal Pension Schemes Regulations for auto-enrolment, will be available after three month's service. All staff will become members unless they choose to opt out.
<b>Employee Assistance:</b>	The Employee Assistance Programme is a free and confidential telephone and web-based information and support service providing staff with access to caring and professional consultants and counsellors.
<b>Gym:</b>	Membership of the College gym is available for a modest fee. Inductions are compulsory.
<b>Sports &amp; Social Club:</b>	The Trinity College Staff Sports and Social Club, run by a committee of staff who organise events and outings.
<b>Access to College:</b>	The College is unable to provide parking on site for its entire staff. Access to and parking in the City Centre is becoming increasingly difficult. The City Council has provided several Park and Ride sites around the city outskirts, with regular bus services. A number of members of staff cycle to work, and the College may be able to provide covered cycle parking.
<b>Private Health Care:</b>	The College provides health care currently through membership of AVIVA. Membership of a dental care scheme is also available. Staff are able to join the schemes after successful completion of their probationary period, subject to certain limitations. This is a taxable benefit.