

**Commis Chef**  
**Job Description & Person Specification**  
**7am – 3pm (Term Time Only)**  
**September 2024**

<b>Responsible to:</b>	Catering & Domestic Services Manager
<b>Line manages:</b>	NA
<b>Job Overview</b>	To support the Events & Functions Manager, Head Chef (Administration), Head Chef (Kitchen) and Catering team to produce menus and refreshments for the School's many and varied events and functions.
<b>Duties and Responsibilities:</b>	<p><b>Catering</b></p> <ul style="list-style-type: none"> <li>✓ To support the preparation and presentation of food for day pupils, staff, boarders, match teas, catering, events and functions presenting refreshments for guests to the highest standard.</li> <li>✓ To undertake any training required by the Catering Manager, including but not limited to Allergen Awareness, COSHH and Food Safety.</li> <li>✓ To support the preparation of any special dietary requirements in a safe and allergenic free area, whilst maintaining the highest level of food safety when preparing, handling and cooking allergenic free meals.</li> <li>✓ To support the preparation and cooking of any special dietary requests.</li> <li>✓ To support the management of the daily requirements to ensure the weekly catering arrangement sheet is completed.</li> <li>✓ To support the Catering Team to ensure that all food is delivered to the correct area of the School and on time.</li> <li>✓ Undertake daily temperature checks on all fridge's and freezers; record the information and notify the Catering &amp; Domestic Services Manager if a fridge exceeds 8 degrees Celsius and freezer falls below -18 degrees Celsius.</li> <li>✓ To support in assisting with the preparation and serving of all meals and refreshments at events.</li> <li>✓ To undertake cleaning duties such as washing up, sweeping floors etc. as directed by Head Chef.</li> <li>✓ To help serve dishes at lunchtime and for events.</li> </ul> <p><b>Health and Safety</b></p> <ul style="list-style-type: none"> <li>✓ To support with maintaining our current high standards of catering and food production and ensure that we comply with all Food Hygiene regulations; maintain up to date COSHH records and our 5 star "scores on the doors"</li> <li>✓ Rotate stock and implement FIFO.</li> <li>✓ Label, store and cover food correctly.</li> </ul>

**This job description is not intended to be an exhaustive list of duties. You may also be required to undertake such other comparable duties as required from time to time.**

	<ul style="list-style-type: none"> <li>✓ Maintain a high standard of personal hygiene, and wear appropriate work wear at all times in the kitchen.</li> <li>✓ To support with ensuring all machinery is safe to use and if not, to report any faults immediately to the Catering Manager; as appropriate and in conjunction with the Catering &amp; Domestic Services Manager, arrange for the repair and maintenance of machinery.</li> <li>✓ To support with ensuring strict compliance with Health &amp; Safety regulations, C.O.S.H.H. Regulations and Fire Policy, reporting any hazards that you are unable to resolve yourself to the Catering &amp; Domestic Services Manager</li> <li>✓ To support with ensuring all temperature controls and hazard analysis procedures are in place and followed correctly and that all temperatures are recorded correctly (HACCP)</li> <li>✓ Ensure the removal of waste food and rubbish at appropriate times to the designated areas</li> <li>✓ To support with ensuring the highest level of cleanliness is maintained in the kitchen and dining areas</li> <li>✓ To support with ensuring that staff under the age of 18 do not use any dangerous equipment</li> <li>✓</li> </ul>
<p><b>Keys Skills &amp; Knowledge:</b></p>	<ul style="list-style-type: none"> <li>• Experience of working in a school environment or similar would be advantageous but not essential.</li> <li>• An understanding of Health &amp; Safety, HACCP &amp; COSHH Regulations and associated Codes of Practice</li> <li>• GCSE or equivalent maths and English with good reading, writing, arithmetic &amp; ICT skills</li> <li>• Basic Food Hygiene Certificate</li> <li>• City &amp; Guilds 706/1or 706/2 or NVQ equivalent Catering Qualification would be advantageous</li> </ul>
<p><b>Personal Competencies &amp; Qualities:</b></p>	<ul style="list-style-type: none"> <li>• Demonstrate a positive can-do attitude with a willingness to learn</li> <li>• Demonstrate a passion for food, with the knowledge and flair for cooking with fresh seasonal produce.</li> <li>• Is creative in their cooking methods, food production and keeps abreast of current trends.</li> <li>• Demonstrate an understanding of the nutritional value of food.</li> <li>• Has the ability to communicate and work with people at different levels and age groups</li> <li>• Is highly flexible, with the ability to switch between tasks with ease and a good sense of humour.</li> <li>• Good verbal communication, planning &amp; organisational skills.</li> <li>• Ability to work as part of a team or on their own, promote effective team work and support colleagues to deliver the highest standards and quality of food.</li> <li>• Willingness to undertake training, to learn new skills and share their own skills with the catering team.</li> <li>• Self-motivated and pro-active. Takes pride in their work.</li> <li>• Willing and able to seek help and guidance when required.</li> <li>• Reliable, honest and trustworthy.</li> <li>• High standard of personal cleanliness &amp; appearance.</li> <li>• Polite and courteous at all times, being mindful that children and parents are usually present</li> <li>• Understanding of, and adherence to, Health and Safety at work regulations not only for your own safety, but for all those on the School site.</li> </ul>

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<p><b>Commitment to Safeguarding and Welfare</b></p>	<p>The School is committed to safeguarding and promoting the welfare of children and young people and expects all employees and volunteers to share this commitment. At all times the Commis Chef will:</p> <ul style="list-style-type: none"> <li>• Help to safeguard the children’s wellbeing and maintain public trust in the teaching profession.</li> <li>• Help to provide a safe environment in which the children can learn.</li> <li>• Help to identify children who may be in need of extra support or who are suffering, or are likely to suffer, significant harm.</li> <li>• Promptly raise any concerns to the School’s Designated Safeguarding Lead and work with other services as needed.</li> <li>• Attend the relevant child safeguarding training and other mandatory induction training as required by the School.</li> </ul>
<p><b>Promoting the Health, Safety and Wellbeing of Pupils and Staff</b></p>	<p>At all times the Commis Chef will:</p> <ul style="list-style-type: none"> <li>• Maintain awareness of, and comply with, the School’s H&amp;S policy.</li> <li>• Where appropriate, conduct and document risk assessments in their area of responsibility.</li> </ul>

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