



VICTORY SERVICES CLUB

## JOB DESCRIPTION

### Commis Chef

Job Title:	Responsible for:	Responsible to:
Commis Chef	Preparing, cooking and presenting food options in line with organisational policy and current food and health & safety legislation.	Head Chef Senior Sous Chef, Shift Supervisor

Primary Role:
<ol style="list-style-type: none"> <li>1. To assist or work alone with the correct storage, preparation, cooking and service of food options in line with the Executive/Head Chefs, or customers specification in accordance with current organisational and legal obligations.</li> <li>2. Work towards achieving the departments and organisation's objectives of continuously improving customer service.</li> <li>3. To accept your 'role' within the kitchen team in order to meet the demands of the Club's catering facilities.</li> </ol>

Specific Tasks:
<ol style="list-style-type: none"> <li>1. To assist in the storage, preparation, cooking and serving of meals in the VSC under the direction of line management.</li> <li>2. Ensure your areas of responsibility are kept to the highest levels of cleanliness and tidy at all times</li> <li>3. To ensure completion of all food safety records during your shift.</li> <li>4. To report any equipment defects to line management</li> <li>5. Comply with all working instructions, identifying procedures and continually look for improvements in services and systems.</li> <li>6. Encourage on-going department/inter-department relationships, to include exchanging information to solve problems and make decisions.</li> <li>4. Be pro-active and diligent in the food and waste in areas of responsibility.</li> <li>7. Continually develop one's own skills and knowledge within the position</li> <li>8. Place requisitions for food with line management.</li> <li>9. Continually monitor the quality of your production both visual and written checks.</li> <li>10. Ensure all areas of responsibility meet all legal and VSC requirements in regards to Food Safety, Health and Safety and COSHH identifying any deficiencies and taking action to resolve them.</li> <li>11. Keep the line management informed of all relevant matters and liaise over key catering and non-specific issues.</li> <li>12. Ensure safe practises of work are adhered to at all times</li> <li>13. Bring to the attention of line management any matter that might have an adverse effect on the catering department</li> <li>14. Communicate effectively any requirements that may be required to complete tasks you are instructed to carry out.</li> <li>15. To comply with all handover procedures, all opening closing procedures with particular emphasis on security and cleanliness of catering areas.</li> <li>16. Undertaking other duties as may be reasonably requested within the responsibilities of the post</li> </ol>

Health & Safety and Environment:
<ol style="list-style-type: none"> <li>1. Comply with the directives of the Staff Handbook.</li> <li>2. To attend relevant training events and meetings as required.</li> </ol>



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3. Report for work at times stated on the roster changed and ready for work.
4. To be properly dressed in clean protective clothing as required.
5. Observe all requirements for personal, equipment and food hygiene practices under the current Food Safety Regulations.
6. Ensure correct and safe use of all equipment.
7. To take appropriate action in the event of a fire or accident ensuring that all power to catering equipment is switched off.
8. To comply with best practice at all times.

<b>Issued by (name/job title):</b>	<b>Signed:</b>	<b>Date:</b>

<b>Acknowledged by (name):</b>	<b>Signed:</b>	<b>Date:</b>