**JOB DESCRIPTION**

**POSITION:** Commis Chef

**HOTEL:**  The Castle Inn

**DEPARTMENT:** Kitchen

**DIRECT REPORT:** Chef de Partie

**DOTTED LINE REPORT**: n/a

**RESPONSIBLE FOR:**

**ORGANISATION CHART**

**PURPOSE**

To report to the Chef de Partie and carry out delegated tasks, following recipes and maintaining standards set by the senior chefs.

**MAIN RESPONSIBILITIES AGAINST OUR FIVE NON-NEGOTIABLES**

**Creating Happiness in Amazing Places**

* To assist the team in the smooth, safe and efficient running of the kitchen operation.
* Assist with all food preparations as delegated by the senior chefs.
* To follow all recipe guidelines and standards as set by senior chefs.
* To contribute where possible and assist in the production of suitable innovative menu designs for the relevant event or area of food service within the Inn.
* To ensure the quality of food is of the exceptional standard expected when dining at the Inn.
* To continually strive towards achievement and improvement.
* To assist on other sections or help with other duties when required.

**Exclusive People**

* To arrive for duty on time and with clean and hygienic presentation and in compliance with company grooming standards.
* To ensure the CDP is kept aware of any relevant feedback from guests.

**Improve Profit**

* To be aware and have an understanding of specified food GP margins and ensure these are adhered to and achieved consistently, through close liaison with the senior chefs.
* To be aware and assist the CDP in monitoring and controlling the quality of produce throughout food production.
* To work in clean and tidy fashion ensuring that wastage is kept to a minimum at all times.

**Strong Brand**

* Demonstrates Knowledge of The Exclusive Collection.
* Is an ambassador for the company.
* Consistently delivers company standards.
* To be aware and have an understanding of all relevant law and legislation with regards to food handling, storage, hygiene and health and safety.

**Increase Revenue**

* To bring a proactive approach to your work by researching new techniques, methods and ideas to keep us at the forefront of the industry.
* Produce food on a consistent basis leading to strong reputation and brand and ultimately repeat custom.

**Health and Safety**

* To be aware of and comply with safe working practices as laid down under the Health and Safety Act as applicable to your place of work. This will include your awareness of any specific hazards at your work place.
* The wearing of appropriate protective clothing provided by or recommended by the Company will be obligatory.
* To report any defects in the building, plant or equipment according to hotel procedure.
* To ensure that any accidents to staff, guests or visitors are reported immediately in accordance with correct procedures.
* To attend 6 monthly Statutory Fire, Health & Safety training and to be fully conversant with and abide by all rules concerning Fire, Health & Safety.
* To be fully conversant with:
  + The Resorts Fire and Bomb Procedures
  + The Resorts Health and Safety Policy Procedures
  + Departmental Food Hygiene Regulations
  + C.O.S.H.H. Regulations
  + Staff Handbook

**General**

* Display a professional image of The Exclusive Collection by delivering the company values and demonstrating the courtesy standards and non negotiables at all times.
* Keeps immediate supervisor promptly and fully informed of all problems or unusual matters of significance.
* To attend all training courses as and when required.
* Performs all duties and responsibilities in a timely and efficient manner in accordance with established company policies and procedures to achieve the overall objectives of this position.
* As the hotel and Castle Inn’s level of business varies considerably, there is a need for flexibility in attitude, approach and working hours.
* The above description is not to be regarded as exhaustive. Other tasks and responsibilities of a broadly comparable nature may be added on a temporary or permanent basis, as appropriate.

**Skills & Experience Required**

* A true passion for food!
* Keen and enthusiastic attitude coupled with drive, energy and stamina.
* Ability to work under pressure in a hot environment.
* Ambition to succeed, willingness to work hard and strong desire to learn.
* Assist the team to maintain quality, standards and cleanliness .
* Flexibility to work hours required by the business.
* Commitment and mobility.
* Innovation, creativity and attention to detail

**NOTE:** This document reflects the job at time of writing and will be subject to periodic change in light of changing regulatory, operational and environmental requirements. Such changes will be discussed with the job holder and the job description amended accordingly.

I have read and fully understand and accept all elements listed in this job description and understand that a signed copy will be kept on file in Human Resources.

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Employee Name (print) Date

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Employee Name (Signature)