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Job Description – Commis Chef

Department: Food & Beverage
Line of Responsibility: Head Chef
Other Reporting Managers: F&B Manager, Hotel Manager

Job Purpose

- To assist the Head Chef and Sous Chef in the general organisation of the kitchen and to participate in all aspects of food preparation, cooking and presentation, maintaining cleanliness, timeliness of service, hygiene and safety standards.
- To aim to create a unique culinary experience for all customers.

Duties & Responsibilities

Kitchen:

- Ensure all food complies with consistently highest standards of quality, taste and presentation.
- Participate in the preparation, cooking and presentation of breakfast, lunch, dinner, snacks, room service and other meals for clients, including VIP guests, groups and conference delegates.
- Ensure that all meals are served in a timely and professional manner.
- Ensure standards and procedures in the kitchen.
- Assist in maintaining optimum levels of kitchen inventory.
- Ensure that all kitchen equipment is in good working order and complying with safety standards.

General:

- Ensure effective communications with other departments.
- Be fully conversant with the systems and any other computer and information systems the company uses
- Attend any meetings or training sessions or courses as required.
- Assist fellow employees to perform similar or related jobs as and when necessary.
- Accept changes or additions in work hours, which are necessary for the maintenance of uninterrupted service to hotel guests.
- Continuously endeavour to improve customer service and knowledge of the job within the department.
- Undertake any reasonable request made by a member of management.
- To liaise with the Head Chef in order to organise cross/multi skilled training.
- Adhere to company Grooming Standard requirements.

Health and Safety:

- Use correctly cleaning supplies and equipment.

- Maintain the working environment clean, tidy and free of hazards.
- Use appropriate signage in the process of cleaning e.g. Wet Floor, Cleaning in Progress, etc.
- Report immediately all potential and real hazards.
- Be fully conversant with all departmental manual handling, fire, emergency and BOMB procedures.
- Be able to respond properly to any hotel emergency or safety situation.
- Work in a manner, which is safe and unlikely to give risk of harm or injury to oneself or others.
- Ensure the security and safety of guests and staff are observed and guarded at all times.
- Identify any issues in terms of Health and Safety and report to the Head Chef.
- To observe and implement procedures of dealing with emergency situations, fire prevention, Health and Safety and dealing with suspicious packages.
- Maintain personal cleanliness and hygiene to meet required standards.
- Work in a manner, which is safe and unlikely to give risk of harm or injury.
- Report any real and potential hazard and accidents in the workplace to the Management.
- Report illnesses and infections in accordance with laid down procedures
- Comply with all procedures about the use of perfume, cosmetics and wearing of jewellery.

To be fully conversant with:

- Cooking methods and techniques.
- Fire prevention procedures.
- Health and Safety policy and emergency procedures.
- Food Safety Act and Food Hygiene regulations.
- Health & Safety at work requirements.
- Current marketing promotions.