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**Job Description**

**Job Title:** Commis Chef

**Reports To:** Executive Head Chef, Head Chef, Sous Chefs & Chef D Parties

**Working Time:** The Catering Department is fully operational between the hours of 6.30 am and 8pm during term time, and continues to run during the School close down periods. Flexibility in approach to hours will be required.

**Purpose of Job:**

* To support the Executive Head Chef, Head Chef, Sous Chefs & Chef D Parties

In delivering a first class, nutritious food offering and service to all customers of the School’s Catering Department

* To work with the Senior Catering Team to implement an evolving strategy for the Department that creates a unique selling point for the School
* To facilitate the Executive Head Chef and Head Chef’s remit of managing the production and service of meals to a high standard

**Main Duties and responsibilities:**

* To assist in the prompt preparation, cooking and service items, minimising waste where appropriate
* To be proactive when Customer feedback is received, ensuring the Senior Catering Team are aware of any actual or potential issues
* To undertake all reasonable checks to ensure that special diets and in particular those with food allergies are safely catered for.
* To assist in the servicing of all other catering requirements, including Team teas, School functions and external lettings
* To work closely with the Senior Catering Team to ensure a safe, efficient and welcoming working environment for catering staff and customers
* To ensure all reports have the necessary resources and instructions to carry out their required duties
* Ensure reports show due diligence in food handling and service and carry out all duties within the requirements of current legislation
* To monitor standards of hygiene and safety in all catering areas and ensure any action necessary is undertaken to ensure regulations are adhered to
* To keep all records pertaining to HACCP accurately and in a timely fashion
* To ensure effective security of all store rooms and other areas under your control and keep safe any keys entrusted to you

Keep abreast of best industry practice, by attending set training courses and actively looking for ways to improve services offered by the Department

* To ensure all School systems, policies and procedures are adhered to at all times, reporting any deviance from these

**Line management and support:**

* Supervise designated reports, ensuring the delivery of a high quality support service at all

Times

* In support of the Executive Head Chef, Head Chef, Sous Chefs & Chef D Parties ensuring effective and efficient use of departmental resources to provide a consistently high standard of food delivery for all catered services
* Ensure confidentiality is maintained for all departmental staff issues

**General Responsibilities:**

* Ensure the safety and well being of children and young people at the School by adhering to and complying with the School’s Safeguarding and Child Protection Policy at all times
* Display correct staff identification at all times whilst on site
* Maintain a safe working environment including working practices, equipment, fixtures and fittings at all times
* Ensure reported food allergies and intolerances or other dietary requirements are catered for, without risk of contamination during production or service
* Ensure standards of appearance, personal hygiene and behaviour is in keeping with the Royal Russell School ethos and legal requirements of Health & Safety and Hygiene
* Preserve and enhance the reputation of the School at all times, ensuring disputes or concerns are resolved within the correct forum as per the Personnel handbook
* Adherence at all times to Health & Safety legislation, and all departmental policies and procedures, to ensure the safety of you and colleagues as well as pupils, staff and visitors
* Attend training and staff INSET sessions organised by the school to provide a consistent approach across the entire school staff population

This job description contains an outline of the typical functions of the job and is not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties. The job holder’s actual responsibilities, tasks, and duties might differ from those outlined in the job description, and other duties commensurate with this level of responsibility may be either permanently or temporarily assigned as part of the job.

I acknowledge receipt of this job description dated October 2021 and agree to undertake the duties and responsibilities contained within it. I understand and accept that the contents of this job description may be varied at a later date to include other responsibilities of an equivalent level in line with my qualifications, skills and experience.

Signed: ………………………………………………….. Dated: ………………………