**JOB DESCRIPTION**

**Post:** The Yarrow, Commis Chef

**Responsible To:**  **Hotel Sous Chef**

**Summary of Post:** To assist and lead on the smooth delivery for all food across areas of the hotel

Our ambition is to become the world's best-managed hospitality company, delivering the best guest-centred experience in the industry. Our Radical Hosting service and clear training ethos underpins everything we do and gives us a unique position in the industry. We aim to lead not only in guest satisfaction, but also in employee engagement and believe in a ‘never worry alone’ culture and three simple words that define the way we work, passion, integrity & honour.

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| Each team member is expected to act as an Ambassador for The Yarrow delivering individualised and personalised services for business and leisure travellers. Your task is to provide a personal, confident, conversational, direct and affirming service to make guests feel refreshed and recharged and want to return. You will have complete knowledge of your hotel and local area to ensure that our guests get the most out of their stay.   |

# Specific Duties:

1. To contribute to meeting or exceeding food gross profits as set out in the budgets. Minimise and record wastage.
2. To ensure produce purchased is to the specified quality and at the agreed best price.
3. To ensure the kitchen is fully prepared for restaurant, bar, & event service.
4. To ensure all food service employees are aware of new dishes for service; this is to be achieved through dish tasting and menu explanations. Working closely with the Food and Beverage Manager.
5. To be responsible for ensuring all storage areas and fridges are secured after evening service. Carry out or delegate a daily end of shift assessment ensuring all sections have completed their duties.
6. To maintain standards of personal hygiene and hygiene at work as per the Health & Safety at Work Act, Food Safety Act and Food Hygiene (General) regulations.
7. To ensure all HACCP logs are completed and filed. i.e. food storage temperature control, retained foods, final cooking temperatures, cleaning schedules etc.
8. To oversee the service from the Yarrow hotel kitchen, in the absence of the Head Chef / Sous Chef, ensuring that the correct procedures are in place and standards are being adhered to.
9. To ensure all employees are using protective equipment supplied by the Yarrow and replace where required.
10. To work towards successful completion of an appropriate NVQ Diploma, Technical Certificate and associated qualifications required to achieve apprenticeship framework. (If an apprentice is appointed to this post)
11. To carry out any other duties commensurate with grade as may be reasonably requested by management.
12. To coach and develop students and professionals.
13. To recognise excellence based on hotel star ratings guidelines, through the hotel quality standards handbook.

# General Duties and Responsibilities:

1. To participate in the Staff Appraisal Scheme and to undertake training based on individual and service needs.
2. To take a lead in creating or to promote a positive, inclusive ethos that challenges discrimination and promotes equality and diversity.
3. To comply with College policies and guidelines in respect to health & safety
4. To demonstrate positive personal and professional behaviour as specified College Code of Conduct.
5. To undertake continual CPD to support the College culture of continuous improvement.
6. To partake in Performance Standards scheme and quality assurance systems.
7. To meet minimum relevant occupational standards.
8. To keep up to date with the skills required to fulfil the role.
9. To undertake any other duties commensurate with grade as may be reasonably requested by College management.
10. You will be responsible for protecting staff and learners from all preventable harm as per College Safeguarding procedures.

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|  | **EMPLOYEE SPECIFICATION** | **Application** | **Interview** | **Shortlisting Weighting** |
| Skills |
| 1. | Demonstrate commercial awareness within the context of their role | ✓ | ✓ | 4 |
| 2. | A flexible approach to work | ✓ | ✓ | 4 |
| 3. | Good organisational skills in order to provide an effective and efficient service | ✓ | ✓ | 4 |
| 4. | Ability to act on own initiative | ✓ | ✓ | 4 |
| 5. | Actively contribute to the College’s Safeguarding practice, procedures, culture and ethos | ✓ | ✓ | 6 |
| Experience |
| 1. | Relevant practical industrial experience. | ✓ | ✓ | 4 |
| 2. | Highly guest- focused with a passion for great service and a drive for guest satisfaction | ✓ | ✓ | 4 |
| 3. | Experience of leading a team | ✓ | ✓ | 4 |
| 4. | Industry awareness eg relevant compliance within the industry / legal standards etc | ✓ | ✓ | 4 |
| Education |
| 1. | Maths Level 2 (e.g. equivalent to GCSE grade C or above) | ✓ |  | 4 |
| 2. | English Level 2 (e.g. equivalent to GCSE grade C or above) | ✓ |  | 4 |
| 3. | Health & Safety qualification related to relevant area of work or equivalent e.g. Intermediate Food Hygiene | ✓ | ✓ | 4 |

**Advice to candidates**

**This post is subject to an enhanced disclosure from the Disclosure and Barring Service.**

In completing your application please draw attention to the extent to which you meet each of the essential characteristics for the post as this will assist with the shortlisting process.

Failure to meet all of the essential criteria would not necessarily preclude your application. Consideration will be given to experience and life skills. Continual Professional Development will be supported and encouraged.