

**EDGBASTON PARK HOTEL
AND CONFERENCE CENTRE**

J O B D E S C R I P T I O N

JOB TITLE	Commis Chef
DEPARTMENT	Kitchen
RESPONSIBLE TO	Sous Chef

Job Summary

Support with the daily preparation and service of food, ensuring that the highest standards of cooking and presentation are maintained.

Main Duties

- Produce food as directed by the Senior Chefs and to present it at the times required.
- Maintain high standards in the quality of food both as to its preparation and its presentation.
- Maintain clean and tidy work areas at all times.
- Work in close liaison with all sections within the Kitchen to ensure an efficient service.
- Support in maintaining appropriate amount of stock levels as directed by senior chefs.
- Be fully conversant with all Restaurant, Bar, Conferencing & Banqueting menus.
- Be fully conversant with allergen information for all menus.
- Assist Chef de Parties/Sous Chefs in rotation of stocks and correct storage procedures.
- Contribute to Kitchen revenue through effective food cost control.
- Be aware of current food trends with regard to presentation and style and help with new menu ideas and menu design.
- Ensure that all prepared food is correctly wrapped, labelled and stored.
- Work closely with the other chefs to ensure that service runs smoothly.
- Ensure that the required prep is done in a timely manner, keeping to budget and avoiding waste wherever possible.
- Carry out stock takes as required.
- Practices good personal hygiene principles.
- Ensure you arrive at work for the correct time and in the correct uniform ensuring it is in a good, clean condition.
- Behave in a friendly and hospitable manner towards guests, customers and staff.
- Undertake any other duties as requested by management.

General Requirements

- Build and maintain effective working relationships across the Hotel.
- Present a professional image of the Hotel to guests.
- Respond professionally and pro-actively to any guest queries.
- Actively support and demonstrate the Hotel culture and values.
- Adhere to all Hotel policies, procedures and processes.
- Comply with statutory requirements regarding the workplace such as employment law, health and safety, hygiene, fire prevention, GDPR etc.
- Act with integrity and in the interests of the Hotel at all times.

PERSON SPECIFICATION

Experience

- Previous experience in a similar role, ideally within a hotel or conference and banqueting environment.
- Experience of working in a multi-site environment would be desirable.

Knowledge, Skills and Abilities

- Good understanding of a variety of food preparation methods and techniques.
- Good attention to detail and creativity.
- In depth knowledge of hygiene principles.
- Working knowledge of food allergens in relation to cooking and preparing food.
- Good communication skills and ability to work within a team.
- Knowledge and understanding of HACCP, COSHH and other regulatory guidance.
- Ability to work on own initiative.
- Ability to prioritise workloads, meet deadlines and work to strict time constraints.
- Passion for delivering quality food and exceptional levels of service.
- Desire to develop a career within the industry.

Qualifications

- First Aid qualified or willingness to work towards it.
- A cooking qualification would be desirable.