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| **Job Title:** | **Commis Chef** |
| **Reports To:** | **Head Chef** |

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| **Job Summary:** | To be responsible for food preparation work and basic cooking under the supervision of the Chef de Partie , Sous Chef or Head Chef.  |

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| **Role Responsibilities:** |
| * Support all chefs to manage and deliver all catering services throughout the home, ensuring resident choice, dignity, confidentiality and safety are maintained.
* Take part in meetings with residents and Heads of Departments to discuss and agree catering functions across the home, and to address special needs or dietary requirements of residents. This must include knowledge of cultural and religious preferences.
* Prepare nutritional food and beverages to a high standard, as directed by the Chefs, promptly and in accordance with agreed mealtimes.
* Prepare special diet meals as needed and as directed by the Chefs.
* Have an understanding of the Dementia Dining Experience requirements and prepare meals in accordance with it .To be able to support with cutlery free meals and understand Dining with Dignity
* Work with the Head Chef to develop and review the menu on a regular basis with acknowledgement to seasonal changes in supplies through the Group Procurement process.
* Under the guidance of the Head Chef work with other members of the team to ensure cost- effective chargeable services are provided for residents. Report any shortfalls to the Head Chef or Sous Chef.
* Provide feedback to the Chefs on suppliers and services, and complaints from residents or others on the functioning of the Catering Department.
* Support cost-effective stock control systems to minimise waste and ensure these are in place.
* Comply with audit and resident feedback systems to monitor the quality of menus and catering, providing the Head Chef and Home/General Manager with the required management and departmental reports.
* Ensure equipment checks are maintained and serviced and report any faults immediately to the Head Chef.
* Attend initial and update mandatory training as required. Actively engage in personal professional supervision including quarterly one-to-one meetings and a yearly performance review, ensuring personal professional knowledge and competency is maintained.

**This is not intended as an exhaustive description of duties and responsibilities and may be amended following consultation with the jobholder.** |

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| **Person Specification:** |
| **Experience**  | **Essential/Desirable**  | **Assessment**  |
| Experience of Working in a Kitchen | D |  |
| **Knowledge/Skills & Abilities** |  |  |
| The ability to work under pressure. | E |  |
| Effective communication skills. | E |  |
| Excellent organizational skills. | E |  |
| Good knowledge of food health and safety regulations  | D |  |
| A team player and self motivated | E |  |
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| Values – I am fully committed to being: * Caring
* Supportive
* Honest
* Respectful
* Accountable
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| Agreement: |
| **Employee Signature:** |  | **Date:** |  |
| **Manager Signature:**  |  | **Date:**  |  |