

## **THE ROLE – COMMIS CHEF**

**LOCATION – THE ROASTERY, FOUNDRY ROAD, AMMANFORD**

**JOB DUTIES – THIS ROLE WILL INCLUDE BUT IS NOT LIMITED TO –**

- ASSIST CHEF WITH FOOD SERVICE.
- REPORT TO WORK ON TIME IN A PROPER MANNER SET OUT IN THE PERSONAL HYGIENE POLICY.
- FOOD PREPARATION ENSURING SUFFICIENT QUANTITIES FOR SMOOTH SERVICE, ENSURING NO WASTAGE AND STANDARDS OF FOOD AND HYGIENE ARE MAINTAINED.
- LEARN AND ADAPT A GOOD KNOWLEDGE OF HACCP TO ENSURE THAT ALL STATUTORY, AS WELL AS COMPANY, HYGIENE REGULATIONS ARE BEING STRICTLY ADHERED TO.
- STOCK ROTATION, MONITOR STOCK LEVELS AND REPORT LOW STOCK LEVELS TO CHEF.
- MAINTAIN A CLEAN AND SANITISED WORK STATION AT ALL TIMES AND FOLLOW SAFE FOOD HANDLING GUIDELINES AS PER ENVIRONMENTAL HEALTH STANDARDS.
- ENSURE THE SAFE AND PROPER STORAGE OF ALL DELIVERED FOOD ITEMS.
- ENSURING THE QUALITY OF RAW PRODUCT USED IS NEVER COMPROMISED.
- FOLLOW HEALTH AND SAFETY GUIDELINES.
- COMPLETE RELEVANT PAPERWORK AND ENSURE CLEANING SCHEDULES ARE COMPLETED ON A DAILY/WEEKLY BASIS.
- OPERATE THE DISHWASHING FACILITIES WHEN NEEDED AND WASH SOME UTENSILS BY HAND ENSURING ITEMS ARE CLEANED TO THE HIGHEST STANDARD AND RETURNED TO THE CORRECT PLACE.
- REPRESENT COALTOWN'S VISION AND BE A POSITIVE AMBASSADOR OF THE BRAND.
- BE COMPETENT WHEN OFFERING INFORMATION ABOUT THE PRODUCE.
- SPEAK AND INTERACT WITH BOTH NEW AND REGULAR CUSTOMERS.
- PROVIDE EXCELLENT CUSTOMER SERVICE.
- BE PUNCTUAL AND ABLE TO OBSERVE REGULAR AND CONSISTENT ATTENDANCE.
- CONTRIBUTE TO A POSITIVE TEAM ENVIRONMENT.
- DEDICATED TO CONTINUING PROFESSIONAL DEVELOPMENT.
- PRESENTABLE AND GOOD PERSONAL HYGIENE.
- RESPECT ALL EQUIPMENT AND OPERATE IN A SAFE MANNER, IMMEDIATELY REPORT ANY FAULTY EQUIPMENT TO YOUR LINE MANAGER.

## **QUALIFICATIONS & SKILLS**

- EXCELLENT ATTENTION TO DETAIL.
- 1 YEARS' EXPERIENCE OF WORKING IN A KITCHEN ENVIRONMENT IN A SIMILAR POSITION.
- EXPERIENCED AND COMFORTABLE WITH WORKING BUSY SHIFTS.
- FRIENDLY, OUTGOING AND DEDICATED TO OUTSTANDING CUSTOMER SERVICE.
- CREATIVE, EFFICIENT AND ABLE TO WORK IN A FAST-PACED ENVIRONMENT.
- TIDY AND SELF-DISCIPLINED.
- DETAIL-ORIENTED AND PASSIONATE ABOUT PRODUCT QUALITY.
- FOOD HYGIENE LEVEL 2 CERTIFICATION.
- THE ABILITY TO FOLLOW ALL HEALTH AND FOOD SAFETY/HACCP PROCEDURES.
- FLEXIBLE IN THEIR WORKING HOURS.