



## JOB DESCRIPTION

**Post:** Commis Chef

**Department:** Tate Catering

**Reporting to:** Head Chef, duty Sous Chef

**The Company:** *Tate Catering is a wholly owned subsidiary of Tate. Our activities vary from providing a restorative cup of tea to a weary visitor, right the way through to catering for special events being held by Tate's corporate sponsors.*

*Our aim is to be the market-leading caterer within the arts and to consistently provide outstanding food, drink and service at the four Tate sites and the other sites within our business.*

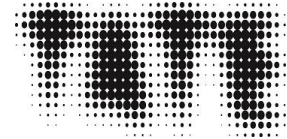


*Tate is committed to the employment, retention, training and career development of disabled people. In recognition of our commitment, Tate has been awarded the Disability Confident Symbol.*

**Purpose of the Job:** Essentially a developmental role, the Commis Chef must be committed to learn quickly and work well under supervision, preparing ingredients and dishes to a high standard, working in different areas of the kitchen

### Main Duties and responsibilities:

- Confirm with the duty Sous chef, Chef de Partie or Senior Chef de Partie what is section to be worked on, and what duties are required at the start of the shift or as appropriate
- Confirm any special requirements or work tasks are required by that section from briefings
- Liaise and co-operate effectively with all members of staff in relation to all aspects of the preparation of food to the highest standard
- Assist in the preparation of mise en place for the designated section, ensuring all the necessary work is completed prior to the commencement of service
- Control wastage by maintaining the correct stock levels and rotation from dry stores and refrigeration and avoid the over producing of food mise en place under Chef de Partie's supervision.



- Assist other sections of the kitchen in the production of food or clearing down of the section as and when required due to the workload
- Report problems relating to the smooth operation of section to the Chef de Partie or duty Sous Chef immediately
- Assist with the recording of all relevant allergen information as required by law.
- Consistently adhere to the agreed standards of food preparation and presentation
- Assist in the prevention of pilferage from the dry stores and refrigeration within the department
- Assist in the daily procedure of receiving food and related supplies to the kitchen
- Adhere to the safe use of the kitchen, equipment and environment under the Health and Safety at work acts, food hygiene and other relevant regulations and company procedures
- Report all accidents and defects in kitchen equipment to the Head Chef or Duty Sous Chef
- Inform Duty Sous Chef of any outstanding orders or priority work if not complete at the end of shift
- Ensure all work areas of the kitchen, dry stores and refrigeration are maintained in a clean and hygienic condition at all times and at the end of your shift
- Ensure all food stuff are dated and labelled at all times
- Ensure all HACCPs procedures are followed
- Work as required by the operational demands of the business

The New EU regulations on Food Allergens means that Tate Catering has a legal responsibility to provide the correct allergen information within the ingredients that is in the food we make for Tate customers. You will be required to assist with the updating of allergen information on a daily basis, in conjunction with the Senior Head Chef and Supervising Chef.

Tate is proud of its commitment to diversity which is set out in our Tate for All strategy. This strategy aims to improve diversity at Tate through a process of organisational change and to make diversity part of everything we do. Tate therefore expects all of its employees to actively contribute to promote diversity as part of their role

## Person Specification



### **The Disability Confident Scheme**

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## Essential:

- Proven experience in a catering or kitchen environment as a Commis or General Assistant
- Keen interest in food and ingredients and a clear desire to learn more
- An appreciation of health & safety and food hygiene regulations and policies
- Work to the highest hygiene standards
- Some understanding of how costs are controlled and waste minimised
- Excellent verbal and written communication skills demonstrating the ability to communicate effectively and positively with all colleagues,
- Ability to work collaboratively within a diverse team and treat all colleagues with dignity and respect.
- Ability to multi-task and work well under pressure of service
- Flexible with working hours, available to work early mornings, late nights and weekends, on a rota basis
- Positive and reliable, willing to work where and as required by the operational demands of the business
- A passion and commitment to learn and drive to succeed in their career

## Key Competencies

- Is passionate about own contribution to Tate
- Gets the detail right
- Maintains performance under pressure
- Draws on others' expertise
- Communicates clearly
- Promotes Tate's Dignity and Respect policy in all their activities
- Identifies actions to take in resolving issues
- Identifies opportunities for improvements in own area
- Open to feedback from others



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