

**JOB DESCRIPTION**

**JOB TITLE:** Commis Chef Apprentice

**GRADE:**

**REPORTING TO:** Chef de Partie and Assistant Head of Cookery School

**ROLE OVERVIEW**

Truro School Cookery School is a busy and growing commercial cookery school, café and Sixth Form café based at Truro School. During term time the Apprentice will prepare a wide range of baked items for service and sale to pupils, staff and visitors and support the lunchtime Chef de Partie in preparing and serving a varied seasonal lunchtime menu. During the holidays, the Apprentice will support private evening and weekend dining events as well as a range of cookery courses.

Training, supervision and guidance will be provided.

**KEY RESPONSIBILITIES**

* Assist with the smooth operation of the retail and lunch provision in the Sixth Form café
* Support the day to day operation of the two Cafés and Tuck Shop by preparing from scratch a wide range of sweet and savoury items e.g. cakes, tray bakes, pizza and paninis etc.
* Prepare the Sixth Form Café for opening in accordance with the agreed schedule
* Assist the Chef de Partie assemble, prepare and serve a wide range of varied lunch dishes to Sixth Form pupils
* Clean all areas of the kitchen in accordance with the agreed schedule
* ‘Clean as you go’ to ensure high standards of organisation and cleanliness are maintained at all times.
* Ensure all equipment is maintained in good clean working order
* Provide operational support as required to the Café Assistant to help ensure the smooth operation of the adjoining Café
* Liaise effectively with the Chef de Partie and the Café Supervisor on matters relating to ordering, receipt of deliveries and stock control, as required
* Ensure effective stock rotation to maintain high standards of food hygiene and minimise waste
* Maintain high standards of cleanliness, safety and hygiene of both equipment and premises at all times
* Comply with all requirements of both Health and Safety and Food Hygiene legislation at all times
* Work as part of a multi-disciplinary team to support the smooth operation of the Cafés, Tuck Shop and bar including provision of cover during periods of staff absence and busy periods, as required
* Undertake any other duties appropriate to the requirements of the Cafés, bar and Tuck Shop, as required.
* Maintain confidentiality of information acquired in the course of undertaking duties for the School

**PERSON SPECIFICATION**

**Essential:**

* Acceptance to study for a Level 2 Commis Chef apprenticeship with Cornwall College
* Good timekeeping and punctuality
* Ambitious and hardworking, with a willingness to strive for success
* “Can do” attitude
* Ambition to work in a busy kitchen or hospitality environment
* Ability to understand and follow instruction
* Ability to keep calm when working under pressure
* Team player
* Good attention to detail and good presentation skills
* Good common sense and understanding of basic health and safety requirements – for example washing hands, clearing spills, etc
* Sensitive to the Methodist ethos and traditions of the school

**ADDITIONAL**

* Truro School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and behave accordingly. This role will involve daily contact with students.
* This job description sets out current duties of the post that may vary from time to time without changing the general character of the post or the level of responsibility entailed.

**Date reviewed:** July 2019

**Reviewed by:** Head of Cookery School