



WADDESDON ENTERPRISES LTD

**Job Title:** Commis Chef

**Managed by:** Head Chef

**Department(s):** Five Arrows Hotel

**Location:** Waddesdon

The Five Arrows Hotel is sixteen bedroom hotel situated in the Buckinghamshire village of Waddesdon. It was built in the 1870s by Baron Ferdinand de Rothschild to form part of the model village which was overlooked by his country house, Waddesdon Manor.

Today the Manor is owned by the National Trust and a large part of the activity at the property is funded by private Rothschild family trusts. The Hotel run under the trading company Waddesdon Enterprise Ltd and operates as part of this commercial activity.

The Hotel's Chefs are responsible for implementing all aspects of food policy in the Hotel's 2 AA Rosette restaurant.

The Commis Chef must aid the Head Chef in implementing all aspects of food policy in the Hotel.

The Commis Chef has responsibilities in the five key areas:

### 1. Food

To prepare and produce, under the guidance of the Head Chef and Sous chef on all dishes on the menu.

- (a) To help prepare and produce meals for special events and weddings at the Hotel.
- (b) To assist in any section of the kitchen.
- (c) To achieve correct portion control and minimisation of waste.
- (d) To follow guidelines on presentation as laid down by the Head Chef or the Sous chef
- (e) To carry out all food preparation and service in the most efficient, organised and safe manner.

Achievement can be gauged by reference to customer satisfaction, Head Chef and Sous Chef comment, and the successful achievement of budgets.

### 2. Hygiene

- (a) To assist with the systematic cleaning of the kitchen and equipment therein, on a daily basis.
- (b) To store deliveries in the correct area with proper stock rotation.
- (c) To ensure all aspects of the Food Hygiene Regulations are complied with.



Assessment can be made by reports from the EHO, the Head Chef and by efficient completion of HACCPs requirements.

### 3. Staffing

- (a) Commis Chef must help the Head Chef by setting good examples of working practice.
- (b) Commis Chef should be punctual and in full uniform at all times when on duty.
- (c) S/he should help foster an environment of commitment, enthusiasm and confidence, encouraging fellow chefs and all other colleagues.
- (d) Waddesdon is committed to ensuring that the Commis Chef is helped to develop in their role in the organisation, and thus will expect attendance at such training and development courses as considered necessary and appropriate by the Head Chef.

Success in this area may be measured through feedback from the Head Chef, Catering Development Manager and indeed, the kitchen staff in general.

### 4. Equipment/Maintenance

- (a) The Commis Chef must ensure the correct usage of equipment at all times. Equipment should only be used after thorough training by the Head Chef.
- (b) Breakages and failures should be reported to the Head Chef immediately.

Reference to budget and maintenance contracts will illustrate success or otherwise in this area.

### 5. Finance

- (a) Commis Chef must be aware of budgets, expenditure and costs. S/he should be able to assist the Head Chef in minimising waste and maximising profit to achieve the gross profit percentage set by the CEO & Hotel Manager.

This may be judged monthly through study of the financial summary.

### 6. Environmental Awareness

- (a) All staff are expected to observe The National Trust's policy and practices for the protection and improvement of the environment, and to ensure the security of equipment and buildings.

### 7. Relationships

- (a) At all times to maintain good working relations with all members of the Waddesdon staff, visitors and other members of the public.

## Skills and Experience

### Essential

- A proven track record of delivering high standards of service and presentation
- Excellent interpersonal skills



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- Highly presentable with a proactive approach to maintaining excellent customer service
- Ability to work flexible hours as required
- Able to follow and influence others to meet guidelines and present food to specified standards
- Basic Food Hygiene qualification

#### Desirable

- Ideally with a minimum of two years' experience in a similar role; preferably in a hotel or banqueting environment.
- Intermediate Food Hygiene qualification

#### Terms & Conditions:

<b>Contract Type:</b>	Permanent full time
<b>Salary:</b>	£17,375 plus a share of the discretionary service charge
<b>Hours:</b>	A minimum of 37.5 hours per week, on a five day rota to include weekends, evenings and split shifts. Hours of work to suit the needs of the business (exclusive of breaks). If an additional day is worked to your standard rota this will be paid as overtime as your normal hourly rate
<b>Annual Leave:</b>	33 days including public holidays (25 days plus 8 bank holidays) 36 days after 3 years' continuous service (including public holidays) 38 days after 5 years' continuous service (including public holidays) 40 days after 10 years' continuous service (including public holidays)
<b>Benefits:</b>	20 % staff discounts in our on-site Restaurant and Shops Matched company pension scheme up to 10% of salary Beautiful location working within the charity and heritage sector Free parking

#### Application Process

Closing date – 14 June 2021

Interviews will be held w/c 21 June 2021.

Send CV and Covering Letter to [application@waddesdon.org.uk](mailto:application@waddesdon.org.uk)



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