



Job Description

Job Title: Part-Time Commis Chef – Seasonal, Flexible	
Managed by: The Head Chefs	
Department(s): Catering	Location: Five Arrows Hotel ,Waddesdon

Waddesdon is a Rothschild house and gardens set in the Buckinghamshire countryside just outside Aylesbury. It was created for Baron Ferdinand de Rothschild in the 1870s. Now owned by the National Trust, but managed by a family trust (the Rothschild Foundation), it remains the epitome of 'Rothschild style'.

Visitors today can still see Ferdinand's unrivalled collections of decorative arts and paintings, alongside contemporary art, and wander in the immaculate gardens. There is also a working aviary, wine cellars, shops, restaurants and a woodland playground.

The staff and volunteers help mount special exhibitions, host educational visits, hold wine tastings, lead guided walks and talks, and run events throughout the year, including a magical Christmas season. Private events – parties, meetings and weddings – are held at the Dairy (a private building on the estate) and at the Five Arrows, a Grade II listed boutique 16 bedroom hotel near the gates of the Manor.

The Hotel's Chefs are responsible for implementing all aspects of food policy in the Hotel's 2 AA Rosette restaurant. The Commis Chef will aid the Head Chef in implementing all aspects of food policy at the Five Arrows Hotel.

Feedback and assessment will be reviewed on an informal daily basis with the Head Chef. A more formal six monthly meeting with the Head Chef and the Hotel Manager will give the Commis Chef a full idea of his/her development at Waddesdon, with two-way assessments of the previous six months and the discussion of future ideas and plans.

By successful achievement in the areas of responsibility the Commis Chef will be able to achieve the highest level of customer and management satisfaction, and ensure his/her consideration for future posts within the Waddesdon organisation.

The Commis Chef has responsibilities in these key areas:

1. Food

- (a) To prepare and produce, under the guidance of the Head Chef, Sous Chef, Chef de Partie and Demi Chef de Partie all dishes on the menu.

- (b) To help prepare and produce meals for special events, groups bookings and special interest days.
- (c) To achieve correct portion control and minimisation of waste.
- (d) To follow guidelines on presentation as laid down by the Head Chef, Sous Chef, Chef de Partie and Demi Chef de Partie.
- (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, Sous Chef and Hotel Manager comments, and the successful achievement of budgets.

2. Hygiene

- (a) To assist with the systematic cleaning of the hot kitchen and equipment therein, on a daily basis. To help clean other kitchen areas as required by the Head Chef and Sous Chef.
- (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 Hotel Manager, the Head Chef and by efficient completion of HACCPs requirements.

3. Staffing

- (a) The Commis Chef must help the Head Chef by setting good examples of working practice.
- (b) The Commis Chef should be punctual and in full uniform at all times when on duty.
- (c) They should help foster an environment of commitment, enthusiasm and confidence, encouraging fellow chefs and all other colleagues.
- (d) Waddesdon is committed to ensuring that Commis Chefs are 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, Hotel 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 and Sous 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) The Commis Chef must be aware of budgets, expenditure and costs. They should be able to assist the Head Chef in minimising waste and maximising profit to achieve the gross profit percentage set by the Hotel Manager.

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

6. Environmental Awareness

- (a) All staff are expected to observe The Rothschild Foundation Waddesdon 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 members of the public.

These duties are not exhaustive and additional duties can be requested by the management team on an ad hoc basis.

Terms & Conditions:

Contract Type: Seasonal Flexible

Salary: Competitive hourly rate plus a share of the discretionary service charge. Dependent on age and experience.

Hours: Average of 25-30hrs per week.
General hours: Friday evenings, Saturdays and Sundays, including Public Holidays and the occasional shift outside the normal rota, as required by the business.
Hours may vary and cannot be guaranteed. Your pay will reflect the hours you work. Hours of work to suit the needs of the business (exclusive of breaks).

Annual Leave: your statutory annual leave entitlement is 28 days (20 days plus 8 public holidays), or 5.6 weeks. This will be pro-rat'ed based on actual hours you work. If you work a public holiday, you will be paid double your hourly rate, but your statutory annual leave entitlement will reduce accordingly (i.e. you are being paid double on that date, so therefore not entitled to holiday pay or TOIL far that date).

Benefits: 20 % staff discounts in our on-site Restaurant and Shops, 10% on wine
Matched company pension scheme up to 10% of salary
Free parking

Applications

Please send a CV and covering letter to application@waddesdon.org.uk

Closing Date: Sunday 3 October 2021

Interviews: TBC