

## MGC JOB DESCRIPTION

Job Title	Commis Chef
Section	Bar & Catering
Reports to	Head Chef
Directly supervises	n/a
Indirectly supervises	n/a
Location	Old Course and New Course when needed
Salary	
Hours of work	
Created (date)	February 2024

### Main Purpose of Job

Minchinhampton Golf Club has over 130 years of history and three outstanding golf courses. It has an excellent reputation not only for its courses, but also for its food, customer service and attention to detail for Members and Visitors.

### Key Responsibilities

- To be competent with the preparation, cooking and the presentation of food as directed by the Head Chef
- Ensure the daily and weekly recording of our set procedures and cleaning checklists are completed in a timely manner.
- Assist the Head Chef identifying low levels of stock for re-ordering.
- Ensure that all kitchen equipment is used appropriately and maintained to the highest standard
- Deal with the Suppliers and Staff Members in a professional and courteous manner always
- To comply with all legislation and hold current certification covering food hygiene level 2 / Basic Food Safety Awareness. It is expected that a 5 star rating is achieved and maintained.
- To be responsible and communicate to your line manager during service for timing and progress of all dishes
- To ensure that in the preparation and presentation of food, the highest standards are maintained at all times
- To be fully conversant with the menu and to be adaptable with continual changes
- To ensure that the correct and same ingredients are used as specified by your line manager to ensure quality is upheld at all time
- To attend any necessary training sessions or meetings. Regular training will be required using the Citation Platform to be completed within a reasonable time frame
- To assist in the monthly stock take if required both at the NC and OC and to accompany any independent stock taker on their inspection visits

## General Duties

- Maintain all Health & Safety documents (kitchen/bar check lists etc) and undertake the Basic Food Hygiene Certification. Operate food and safe practice of products (food preparation and cleaning)
- Ensure kitchen hygiene standards are maintained at all times to the levels required by the manager and in line with food and hygiene standards
- Liaise with the Clubhouses Manager with regards to ordering of food stock and deciding on specials of the day
- The Control of waste is critical within the business, all waste levels must be kept to a minimum, recycle food where safe and appropriate. Monitoring and good recording of information is essential
- Liaise with the Front of House Team and Office Staff (Old) on a day to day (shift to shift) basis
- Ensure that all maintenance or risk issues identified are brought to the attention of the Head Chef as soon as possible. In the absence of the Head Chef, the Clubhouse Services Manager.
- Keep to a high standard of cleanliness in the department and comply with the Environmental Health Regulations at all times. Incorporating equipment, storerooms, corridors, office, main kitchen, refuse area and any other Catering related areas. These jobs should be completed and signed off on the signing off sheet
- Carry out regular deep cleaning of kitchen equipment, catering areas, and canopies directed by the Head Chef.
- Ensure the correct disposal of all kitchen rubbish
- Efficient end of day/shift clear down

This job description is not all inclusive and is intended as an outline of the responsibilities and requirements of the role. The role and duties will evolve as the development expands and other duties may be required to meet the ongoing needs of the company.

## Requirements for the Role

- The ideal candidate will have similar experience within the catering industry
- Immaculate personal presentation and excellent interpersonal skills
- Passion for delivering exceptional customer service
- Meticulous eye for detail and exceptional organisation skills
- Excellent communication and interpersonal skills with a confident and outgoing personality and an ability to interact with people at all levels
- Ability to multitask and work in a busy, fast paced and dynamic environment
- Ability to take initiative and a practical approach to problem solving
- Positive and flexible approach to work (weekend, evening and night-time work will be required)
- Passionate about customer service and the food and drinks industry
- Training will be provided to the successful candidate