



Job Description

Position:	Commis Chef – Bistro and Function Chef
Department:	Kitchen
Outlet:	Retail Food Kiosk, Bistro, Convention, Functions Venue
Report to:	Head Chef
Responsible For:	Apprentices, Kitchen hands and Cooks

Basic Function

Reporting to the Head Chef you will be responsible for the function kitchen and Bistro kitchen apprentice chefs, kitchen hands and cooks in the absence of other senior chefs, administering all phases of the kitchen operation ensuring that the kitchen is run to the company's operational and financial standards. Responsible for providing a product that exceeds our guest expectations, whilst maintaining SkyHigh's style and ethos.

Responsibilities:

SkyHigh Policies & Procedures

1. Ensure that all SkyHigh's standards and procedures are followed, as set out in staff operation and induction manuals.
2. Ensure that all staff work in accordance with our occupational, health and safety guidelines as stated in our OH&S manual.
3. Ensure that all aspects of our Food Safety Plan are followed, ensuring that all records and procedures are up to date and accurate at all times.

Kitchen Brigade

1. Supervise apprentice chefs, kitchen hands and cooks so that the kitchen operates professionally and efficiently at all times.
2. Maintain an environment and culture that facilitates learning and creativity.
3. Responsible for the ongoing training, development and team motivation of apprentice chefs, kitchen hands and cooks.
4. Maintain a harmonious team that communicates well with all other members of the organisation.
5. Ensures that staff grooming and presentation is of the highest standard at all times.

Menu

1. Standard recipes will be used, in conjunction with strict portion control for all food items produced.
2. Every effort must be made to provide our customers with a full menu.

Responsibility

1. You will minimise food wastage through good kitchen management processes, such as labelling and mis en place par levels etc.
2. All stock to be rotated and dated and managed as to reduce wastage
3. Respond positively to guest feedback and understand that the feedback will be utilised to further understand our guest expectations.
4. Closely monitor the quality of food services to ensure a consistently high standard.

Customer Experience

1. Ensures the satisfaction of our guest expectations and where possible anticipating their expectations.
2. Communicates with internal and external customers in a professional and caring manner.

Work Environment

1. Maintaining a high level of cleanliness in the work area, and takes care with all outlet equipment and materials.
2. Ensures that the Kitchen carries adequate food par stocks, for efficient operation of the kitchen. Inform the Head chef, Sous chef or chef de partie in a timely manner if stock is low.
3. Is responsible for receiving and storage of all food, cleaning and kitchen equipment in the absence of a more senior chef.
4. Responsible for the rotation and labelling of all food items in storage.
5. Is responsible for the storage and maintenance of the departments operating and technical equipment in the absence of a more senior Chef.

Communication

1. Is fully aware of event orders in particular, bistro bookings, tour groups, function events.
2. Communicates with the General Manager, Function and Events managers, Head Chef and Supervisors regarding service times, service issues and guest information.
3. Attends a pre-shift briefing session and ensures a high product and service knowledge within the kitchen team, through consistent training and evaluation.
4. Handles guest complaints promptly and diplomatically, and brings all complaints to the attention of the more senior chef or the Supervisor on shift.

Key Performance Indicators

The following outlines the minimum guidelines expected by SkyHigh as a basis of performing the commis chef job role.

- The following of our Food Safety Plan, ensuring procedures are followed and all records are up to date and accurate at **all times**.
- Ensure that the **presentation** and **freshness** of all foods is of the highest standard at **all times**.
- The maze is at all times **sufficiently** stocked and **presentable** in all service periods.
- All Mise En Place to be **100%** complete and organised for all service periods.
- All cleaning schedules are to be completed and up to date **all of the time**.
- Ensures that both kitchens are maintained, clean and mopped after service.
- Uniform is to be fully compliant at all times.
- All standards and procedures are to be followed.

I hereby certify that I have read my job description breakdown and understand my responsibilities as outlined and agree my duties are not limited to and may be subject to change.

Name: _____ Signature: _____ Date: _____

Confirmed:

Department Head

Date: _____

General Manager

Date: _____