



JOB DESCRIPTION



Supporting a thriving parliamentary democracy

Job title:	Commis Chef
Campaign Type:	External/ Concurrent/ Internal
Payband:	Commis Chef
Pay range:	£20,024 per annum
Team:	In House Services
Section:	Catering Services
Reports to:	Sous Chef
Number of posts:	1
Hours:	Full time 36.5 hours
Contract type/ duration:	Permanent
Issue date:	1 January 2019
Closing date:	On going

The House of Commons

The House of Commons and the iconic Palace of Westminster are key elements of the UK's "Mother of all Parliaments". Around 2,500 staff work behind the scenes at the House of Commons, supporting the democratic process in many different ways. We are politically impartial and take great pride in the vision and values which guide our work.

It takes a huge range of skills and experience to keep the House of Commons running, and we all contribute to supporting a thriving parliamentary democracy.

Team information

The In-House Services team aims to deliver a comfortable, safe and efficient environment for Members, their staff and staff of the House to work in; as well as providing a welcoming and functional environment for all visitors to the House of Commons.

Catering Services aim to deliver the best quality service with an enthusiastic and professional team for the benefit of all our customers. We are responsible for the efficient operation of the House of Commons catering facilities within the agreed financial framework.

Job introduction

As a Commis Chef you will assist senior chefs in the efficient and effective running of a designated kitchen. You will help with the preparation, production and service of all menu items. Any required mise-en-place as instructed by the Senior Chefs. You will ensure that you follow procedures within Food Safety, Health and Safety regulations. You will also ensure you proactively learn new culinary skills

Key stakeholder relationships

Day to day contact with all levels and grades of staff within Catering Services.

Suppliers

Daily contact with Members, their staff and guests, House of Commons staff and members of the public.

Management responsibility

No

Location

This post will be located on the Parliamentary Estate, Westminster, London.

Security

Successful candidates will be required to complete pre-employment checks. This includes security vetting to Counter Terrorist Check (CTC) level unless otherwise specified. All successful candidates are required to pass these checks before an offer can be confirmed.

Applicants should be aware that if they have resided outside of the UK for a total of more than two of the last five years they are not eligible for vetting.

Please visit: <https://www.parliament.uk/documents/PSD-Security-Vetting-booklet.pdf> for further information.

Hours

Consideration will be given to candidates who wish to work part-time or as part of a job share. If you are selected for interview please inform the panel of the days/hours you are available to work, alternatively you can inform the recruitment team at any stage of the process

The full time hours for this post are 36.5 net per week 5 out of 6 days per week. Actual attendance times will be determined by your Line Manager in accordance with the operational hours of the catering venue and any business requirements.

The post holder will also be expected to cover the Rise of House late duties as required. The Rise of House late duties requires staff to provide catering services to any hour, until 30 minutes after adjournment of the Sitting of the House. Additionally, if the House is recalled during your leave, rest day or when you are not on shift, you are expected to contact kitchen management to see if and when you are required to work, as per the staff handbook.

For further information:

Candidates should refer to the House of Commons careers website www.careers-houseofcommons.org or contact Recruitment@parliament.uk or 020 7219 6011.

Application and selection process

We will conduct a sift based on the criteria set out in the skills and experience section and successful candidates will be invited to attend a competency based interview.

Key responsibilities

Menu Development, Food Production and Service

- Ensure that given tasks are carried out to the required standard. Assists with the daily preparation of required mise-en-place as instructed by the Senior Chefs
- Inspects dishes for quality, temperature and attractiveness before service if required.
- Assists with stock take as required.
- Ensures that the kitchen is kept in a tidy and orderly manner that provides a safe environment to work in.

Supervision, training and team development

- To attend any relevant training course as required.
- Clearly, concisely and promptly communicates relevant information to all kitchen staff and liaises with senior chefs.
- Attends any meetings as required by management
- Notes all new skills and knowledge learnt whilst carrying out duties as instructed: this to include learning the duties of the Demi Chef de Partie, to enable the post holder to act in their absence and to help achieve natural career progression.
- Contribute to menu development, recipes and participate in future food innovation and initiatives.

Health, Safety and Hygiene

- Ensures COSHH and HACCP regulations are continuously adhered to.
- Maintains a high standard of personal presentation at all times.

Other duties

- Ensures that all equipment is kept in good order and stored away safely and securely.
- Reports any broken or faulty equipment to senior kitchen staff.

The duties of this role will be reviewed regularly and amended in accordance with the needs of the business

Qualifications:

The following qualifications are required for this role:

Essential

Applicants must have relevant catering qualifications i.e. minimum NVQ level 1&2 or equivalent qualification(s).

SKILLS AND EXPERIENCE	CV AND SUPPORTING STATEMENT	TEST / EXERCISE	INTERVIEW
CRITERIA 1 Must have relevant cooking experience in a similar position. Be able to prioritise own workload and work under pressure at times.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
CRITERIA 2 A sound understanding of current Food Hygiene and Health and Safety practices.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
CRITERIA 3 The ability to work effectively as part of a team. Good communication and interpersonal skills, written and oral, able to build effective relationships with, and relate to people at all levels and with diverse backgrounds.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
CRITERIA 4 The ability to deliver a high standard service in line with the objectives of the business	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
CRITERIA 6 Excellent customer service skills, with the ability to respond quickly to customer needs.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
CRITERIA 7 desirable: A basic awareness of current catering trends and catering practices	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>