

Job Description

Department : Culinary

Designation : Commis Chef

Reports To : Chef De partie / Sous Chef/ Executive Chef

Prime Function:

- ✓ Duties include assisting the Production team in food preparation and performing related duties in the Kitchen.
- ✓ Responsible for the work assigned by Sous Chef, Chef de Partie & Executive Chef in any section of the kitchen as per the standards.
- ✓ Ensure to perform miscellaneous job-related duties as assigned.
- ✓ Ensure HACCP procedures are followed and clear records are kept at all times.
- ✓ Exceed guest expectations in quality and service of food products
- ✓ Any matter which may effect the interests of hotel should be brought to the attention of the Management.

Key Responsibilities:

People Management

- ✓ Provide effective support to the team to enable them to provide a range of effective and efficient services.
- ✓ Ensure to exceed guest expectations in quality and service of the food products.
- ✓ Cooperate with staff in each section as assigned by the Executive Chef to ensure the proper use of equipment and efficient completion of all tasks.
- ✓ Maintain personal grooming and hygiene to ensure standards are maintained.
- ✓ Liaise with the Catering and Stewarding Departments in a professional manner to ensure event objectives are achieved and standards are maintained at all times.

Financial Management

- ✓ Identify optimal and cost effective use of the resources.
- ✓ Facilitate the stock take and stock rotation for the assigned section.
- ✓ Monitor the operation to ensure that food wastage is minimized and to maintain cost effectiveness and profitability in all areas.

Operational Management

- ✓ Adhere to all recipes, methods and instructions from the Executive Chef.
- ✓ Ensure that company and statutory hygiene standards are maintained.

- ✓ Ensure that the preparation and presentation of food complies with the standards.
- ✓ Responsible for the production, preparation and presentation of all food items, in the assigned function, to ensure highest quality at all times.
- ✓ Ensure to maintain appropriate grooming standards, hygiene and code of conduct.
- ✓ Coordinate operations with Department Coordinators, Supervisors and other Departmental Managers to ensure operational readiness, efficiency in resource utilization, and the prompt delivery of services.
- ✓ Ensure to prevent the use of contaminated products in any process of food preparation.
- ✓ To ensure that the assigned Kitchen areas, equipments and utensils are always kept as per the standards.
- ✓ Ensure to adhere to Grand Mercure Vadodara Surya Palace policies and procedures at all times.
- ✓ Handle additional responsibilities as and when delegated by the Management.

Hygiene / Personal safety / Environment:

- ✓ Ensures that the workplace and storage areas remain clean and tidy, and the safety of consumable goods by always respecting HACCP regulations
- ✓ Respects the instructions and safety guidelines for the equipment (s)he uses
- ✓ Applies the hotel's security regulations (in case of fire etc)

Key Contacts

<i>Liases with</i>	<i>Responsible for (as assigned)</i>
Culinary Team Food & Beverage –Service team	

Occupational Health & Safety

Employee Responsibility

All employees are required to co-operate with the OHS Policy and Programs to ensure their own health and safety, and the health and safety of others, in the workplace.

Management's Responsibility

Each manager is responsible, and will be held accountable for taking all practical measures to ensure:

- That in the area of their control the OHS Program is complied with and employees are supervised and trained to meet their requirements under the Program.
- Employees are consulted in issues which affect their health and safety, and any concerns that they may have are referred to management.

Replacement and Temporary Mission:

Be ready and responsible for any job, which may be assigned by the Management.

This job description is not intended to be an exhaustive list of all responsibilities skill, effort or working condition associates with the position. It is only indicative and intended to provide a description of the principle elements essential for the performance of the job. All job descriptions are subject to change.