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**THE COURTYARD TRADING COMPANY**  
**(COURTYARD FOOD AND DRINK)**  
**JOB DESCRIPTION**

<b>Post Title:</b>	Commis Chef	<b>Department:</b>	Catering
<b>Post Reference:</b>	CYT100/031	<b>Rate:</b>	NMW/NLW
<b>Hours per Week:</b>	Casual (as-and-when required)	<b>Based at:</b>	The Courtyard, Edgar Street, Hereford, HR4 9JR (but the post holder may be relocated in the interests of the efficiency and effectiveness of the organisation)
<b>Responsible to:</b>	Head Chef Sous Chef	<b>Responsible for:</b>	

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**Purpose of the Post**

To provide support to the Head Chef and Sous Chef in the running of the catering operation at The Courtyard.

To assist in maintaining the excellent standards of the catering operation, providing the highest quality of food to The Courtyard's customers.

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**1. Duties & Responsibilities**

- 1.1 To assist in the preparation and production of all food required for the day-to-day effective functioning of the catering operation at The Courtyard and all activities there, as directed.
- 1.2 To assist in ensuring the efficient and effective delivery of a high-quality catering provision at The Courtyard.
- 1.3 Under the direction of the Head Chef and Sous Chef to ensure that provisions required are checked and stored appropriately, and that stock rotation is adhered to at all times.
- 1.4 To ensure a high standard of food presentation at all times.
- 1.5 To observe correct portion control and minimise waste wherever possible.
- 1.6 To have a thorough understanding of food hygiene and good working practices in line with Safe Food Better Business and other current legislative requirements.
- 1.7 To ensure a high standard of hygiene at all times.
- 1.8 To maintain 'the cold chain' in relation to the storage of chilled and frozen foodstuffs.
- 1.9 To assist in the recording of the temperatures of foodstuffs and refrigeration compartments.

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**2. Stock Control**

- 2.1 To assist with the effective and efficient management and administration of stock, ensuring waste is minimised.
- 2.2 To monitor the quality of goods received, and report any concerns to the Head Chef and Sous Chef

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### **3. Miscellaneous**

- 3.1 To be familiar with and comply with all policies contained within the Staff Handbook, and all other relevant health & safety, operational, personnel, data protection and financial regulations, policies and procedures. in particular ensuring that all statutory obligations are complied with, especially in relation to the Licensing Laws, Food Safety Act and Food Hygiene.
- 3.2 To be flexible and adaptable, and to perform any other duties within the organisation that from time to time may be required.
- 3.3 The post holder's duties must at all times be carried out in compliance with The Courtyard's Equal Opportunities Policy ensuring equality of opportunity is afforded to all persons both internal and external to The Courtyard, actively seeking to eliminate any direct or indirect discriminatory practices/behaviour.
- 3.4 To maintain a high standard of personal hygiene at all times.

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### **4. Special Conditions**

- 4.1 *Working Hours:* this post casual, as and when required
  - 4.2 The post holder will regularly be required to work unsociable hours, including evenings, weekends and bank holidays, as part of their normal working week.
  - 4.3 The wearing of a uniform is essential and it will be provided
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