



## **JOB DESCRIPTION**

### **Assistant Chef**

#### **Job Purpose**

As an integral member of the COTA team it is essential that you contribute to the provision of a quality catering service adhering to health and safety standards at all times.

#### **Main duties/tasks**

- Ensure the prompt service of all meals at the required times, to the company's standard and the client's satisfaction and in accordance with the Company's/Client's performance specifications
- All food to be prepared and cooked off to the agreed standards in the agreed amounts and passed to hot press as requested
- Ensure that standards relating to food and cleaning service are maintained at all times, strict attention is paid to the requirement of the Food Safety Act (particularly undertaking and recording of temperature controls and overall food hygiene)
- Manage and rotate stock to ensure food safety and minimum wastage and achievement of contract food costs
- Investigate and report customer complaints immediately and take the agreed corrective action where service gaps are identified.
- Ensure that personal working hygiene standards meet both the company and statutory requirements
- Ensure all catering equipment is operated and maintained in a safe and clean manner and report any defects
- Ensure all duties and responsibilities are undertaken in full compliance of the Health and Safety at Work Act
- Report any incident of fire, loss, damage unfit food and other irregularities or contract deviations and take such corrective action as may be delegated
- Attend any meetings and/or training courses as may be necessary
  - Attend Client and Company training courses as deemed necessary
  - Fully support and participate in all Client and company Safety Initiatives
  - Identify personal training requirements
  - Taking personal responsibility for closing identified development gaps and future requirements
- Assist chef/head chef in ensuring that any duties carried out under their control are done so safely
- Assist Head chef/chef with environmental objectives
- Carry out any additional duties and any other tasks as requested, which are within your competency and which form part of the service to the client, such as the unloading of containers

## **Additional Information**

### **Responsibility for the work of others**

- Health and Safety, and hygiene standards

### **Responsibility for Machinery/Equipment/Materials/Consumables**

- Ensure correct use, safe operations and keeping clean and hygienic
- Basic maintenance and preparation for use on an as and when required basis
- Completing work in terms of all Risk Assessments and Safe Systems of Work
- Knowledge and competency in the use of cleaning materials and chemicals as approved under COSHH regulations ensuring, at all times, that all chemicals are stored correctly according to COSHH regulations
- Working knowledge of Company/Client Safety Management Policy
- Proper stock rotation (date marking)
- Correct and effective use of all consumables

### **Decision Making**

- Participate in periodical inspections and contribute to the process of identifying and implementing improvements
- Identify personal training needs
- Take personal responsibility for closing identified development gaps and future requirements
- Personal competencies are known, understood, adhered to and updated on an ongoing basis
- Ensure the personal working hygiene standards meet both the company and statutory requirements
- Reporting faults to line supervisor or department supervisor

### **Communication/Contact with Others**

- Communicate with colleagues and supervisors with regard to routine information
- Reporting faults to line supervisor or department supervisor
- Investigate and report customer complaints immediately and take the agreed corrective action where service gaps are identified.
- Promote the company image
- Communicate efficiently and effectively to clients and colleagues

### **Experience/Qualifications**

- Working towards City and Guilds (or equivalent) 706/1 and 706/2
- Two years industry related experience
- Certificate in Food Hygiene and handling of food (REHIS)