

Job Description & Person Specification

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| Job title | Apprentice Commis Chef |
| Reports to | Head Chef, Sous Chef & Chef de Partie |
| Location | Ocean Leisure Complex, Exmouth |
| Salary | £4.08 per hour |
| Hours | 37 hours per week |

About LED Community Leisure

LED Community Leisure is a registered charity and a community benefit society. With over 15,000 members across 16 sites, we offer a range of diverse cultural, sporting and physical activities throughout East Devon and South Somerset in the sectors of indoor and outdoor sports, swimming, exercise and health, children's play schemes, educational programmes, sporting and cultural events and the performing arts.

LED Leisure Enterprises Ltd is a subsidiary of LED Leisure Management Ltd and was established to undertake trading on a commercial footing raising funds for the parent charity. The provision of catering, hospitality and events management is undertaken through LED's trading subsidiary LED Leisure Enterprises Ltd, including Ocean.

Our Vision & Values

Our Vision: To be the community leisure provider of choice

Our Values:

- Opportunities We will provide enjoyable, active, healthy & enriching opportunities that are inclusive to all members of our community.
- Our Customers We will work with our customers to continuously improve our service, facilities & activities.
- Our Team We will empower and invest in our team to meet customer and business needs.
- Sustainability We will work with all stakeholders to ensure business and environmental sustainability.

Job purpose

Assist in the preparation of food throughout the facility in accordance with operational and statutory requirements, striving to deliver the highest level of customer and staff satisfaction.

This post is exempt from the Rehabilitation of Offenders Act (ROA) (as amended) and appointment is subject to satisfactory outcome of disclosure (check of all criminal records).

Key responsibilities

Operational

- To adhere to standard recipes, methods of production and presentation in accordance with standards of operation.
- To assist in the provision of food for all food & beverage areas to comply with prescribed standards.
- To ensure minimum food wastage and report any such wastage to the duty chef, and to bring to his/her attention any foods which are on the verge of perishing or passing use by date.
- To adhere to the food stock control and operating procedures with respect to goods received and stored.
- To ensure deliveries are checked and probed in accordance with company procedures, and carefully stored in the appropriate time frame and to established guidelines.

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- To assist in kitchen cleaning duties in accordance with cleaning schedules, incorporating kitchen, storerooms, rubbish yard and all equipment therein.
- To use all equipment only as prescribed and to report any faults or damage to any piece of equipment immediately to the duty manager.
- To operate the kitchen dishwasher in accordance with its correct standard of use.

Health and Safety

- Ensure the standard of the food and beverage areas are kept in a clean, tidy and safe condition. Report any damage or wear of furnishings, fittings or equipment to the management team immediately.
- Ensure compliance with all health and safety practices and procedures including COSHH, First Aid, hazard reporting and requirements of wearing PPE.
- Work in a safe manner, with a view to the safety of yourself, fellow workers and customers.
- Be fully familiar with and adhere to all company policies and procedures in respect of fire prevention, firefighting and fire evacuation plans and to use fire and emergency equipment only for the purpose prescribed.
- Exhibit due diligence regarding the security of employees and customers, reporting anything suspicious to the management team.
- Ensure the correct use and care of all plant, light equipment, utensils, fixtures and effects, reporting anything hazardous or defective using prescribed procedures.

Food Safety

- To ensure you maintain the highest standard of food & safety and food handling practices, consistent with the company and statutory requirements.

Essential Skills and Qualifications

- Good general education.
- Interest in cookery, hospitality and entertainment
- Flexibility for weekend/evening work
- to communicate clearly orally and in writing.
- Ability to remain calm under pressure.
- Time management skills.
- Able to work independently and as part of a team.

Desirable Skills

- Knowledge of Health and Hygiene Regulations
- Experience in a similar environment

All employees have the following activities included in their job descriptions;

- Support and promote LED's 'Vision and Values', leading by example.
- Contribute to reports for Trustees, EMT and partner working groups to consider issues relating to LED.
- Contribute to the performance of LED by participating positively in your appraisals, service planning and the team meeting process.
- Support EMT in ensuring LED offers a customer focused service to help achieve continuous improvement and innovation in service delivery.
- Recognise your role in forming constructive relationships, to help promote positive communication across the organisation.
- Act as an ambassador for LED.

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- Attend meetings as required during working hours, or with a minimum of 24 hours' notice for out of hour's meetings.
- Comply with LED's Constitution, policies and procedures.
- Perform any other relevant activities, commensurate with the grading of the post, as required by your Manager.

Reviewed July 2019