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|  | **HIGH LIFE HIGHLAND**  **JOB DESCRIPTION** |

**JOB TITLE**: Commis Chef

**SALARY**: £26,224 - £28,725

**HOURS:** 37 hours per week including evenings, weekends and bank holidays

**LOCATION:** Inverness Castle Experience

**HOMEWORKING:** This post is not suitable for a homeworking request to be made.

**RESPONSIBLE TO:** Head Chef

**JOB PURPOSE:** The Commis Chef is responsible for following instruction from more senior chefs and working closely with the Chef De Partie. All aspects of ensuring quality food preparation, production and presentation, associated health and safety and food hygiene requirements.

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**KEY DUTIES AND RESPONSIBILITIES INCLUDE:**

1. Actively promote a positive and collaborative workplace culture that supports the Charity’s purpose of Making Life Better and i-care values to increase morale, productivity and performance.
2. Prepare ingredients and assist with presentation to a high standard as detailed on the menus and as directed by the senior chefs.
3. Create menu items as and when directed by senior chefs.
4. Manage food costs and avoid wastage by making careful choices on food portions and perishability, liaising with Sous Chef.
5. Ensuring any deliveries are correctly accepted, secured, stored to a high standard as directed, highlighting any low stock to the senior chefs.
6. Ensure your training and all other records are up to date and accurate.
7. Pursue any action points arising from a review or performance appraisal.
8. Carry out all activities safely in accordance with health and safety procedures and processes, both in relation to Highlife Highland and current legislation.
9. Ensure all activities are carried out in accordance with Food Safety Standards, specifically using the CookSafe model, reporting any problems to the senior chefs.
10. Respond to feedback professionally and positively with a solution focused approach with all members of staff throughout the organisation, including the front of house team.
11. Contribute suggestions to support the senior chefs producing creative menus that are appropriate and appealing to all clients and markets using flair and practicality in equal measure.
12. Ensure all catering facilities are maintained to a high standard of cleanliness and order, reporting any issues to the senior chefs.
13. Undertake all tasks in accordance with High Life Highland policies and procedures, including health and safety procedures and current legislation, relevant checks, reporting any concerns to management to ensure corrective action is taken.
14. Pursue continuous professional development opportunities and contribute to the continuous improvement of the Inverness Castle Experience.
15. Attend and undertake any training online or in person.
16. To work on a rota basis, including evenings, weekends and bank holidays.
17. Aim to reduce wastage and uphold our environmental values of being as sustainable as possible in all tasks.
18. Assist and support other areas of High Life Highland with particular projects, training or in the event of holidays or sickness.
19. Work on a rota basis, including evenings, weekends and bank holidays ensuring you are up to date with your rostered shifts and give advance notice of any leave requests for consideration.
20. Undertake all tasks in accordance with High Life Highland policies and procedures, including General Data Protection Regulations, health and safety procedures, relevant checks, reporting any concerns to management to ensure corrective action is taken.

**Other Duties**

You may be required to perform duties, appropriate to the post, other than thosegiven in the job specification. The particular duties and responsibilities attached to posts may also be varied without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not themselves justify reconsideration of the grading. As a result of such variations it will be necessary to update this job specification from time to time.

April 2025

*High Life Highland (HLH) is committed to the protection and safeguarding of vulnerable groups, including children and protected adults and believes that they should never experience any kind of abuse. It has a responsibility to promote the welfare of those in vulnerable groups and to keep them safe and to practice in a way that protects them. HLH expects all those with whom the Charity engages to share this position. Where applicable, new positions will be subject to the appropriate level of Disclosure Scotland checking; identity checks (address, date of birth), employment/experience history, two references (one of which must be most recent employer, where appropriate), qualifications, Right to Work in the UK (where applicable). The above will apply to anyone working on behalf of HLH (paid or unpaid) including all board directors, staff, workers, volunteers, agency staff and students.*

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|  | **HIGH LIFE HIGHLAND**  **PERSON SPECIFICATION** |

**JOB TITLE:** Commis Chef

**LOCATION:** Inverness Castle Experience

**ESSENTIAL ATTRIBUTES:**

In order to be able to carry out the duties of this post effectively and safely, candidates will be able to provide evidence of the following.

1. **EXPERIENCE**

* Minimum 1 years’ experience as Commis Chef in a high volume, busy kitchen.
* Proven track record of working at pace and handling multiple priorities.
* Hands on experience of consistently creating inspiring, quality food.
* Working within a customer focused, income generating, visitor attraction, culinary or hospitality venue.

1. **SKILLS/ATTRIBUTES GENERAL**

* Good relationship building skills.
* Excellent food preparation and presentation skills.
* Enthusiastic and positive approach to continuous learning.
* Ability to work in a manner that ensures the safety of yourself and others.

1. **SKILLS/ABILITIES SPECIFIC TO THE POST**

* Awareness of culinary techniques with a passion for food products and ingredients, including those with a highland emphasis.
* Planning and organisational skills for quality, smooth service.
* Deal with challenging situations, remaining calm under pressure.
* Ability to contribute to the wider Inverness Castle Experience team and High Life Highland.
* Good food hygiene and health and safety, knowledge and experience.

1. **INTERPERSONAL AND SOCIAL SKILLS**

* The commitment and ability to deliver High Life Highland’s i-Care people values: integrity, community, accountability, respect and example.
* Enthusiastic and committed to our vision and values.
* Communicates with diplomacy, professionalism, empathy, clarity and a positive manner.

1. **EDUCATION AND QUALIFICATIONS**

* Food Hygiene Level 2 or above.
* Health and Safety certificate. (Desirable)

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