

Job Description

Job Title: Catering Apprentice (Commis Chef Level 2)

Job Scale: Apprentice National Minimum Wage

BASIC JOB PURPOSE

- To work as part of the Catering team to deliver a high-quality high volume commercial catering service to our clients that consist of both internal and external schools and clients in the region and staff and visitors to our central offices.
- To undertake, and carry out, work to a high and safe standard to ensure the smooth and safe running of the catering provision.
- To successfully complete a Level 2 Commis Chef Apprenticeship with an approved provider.

Reporting to: Head Chef

Responsible for: n/a

MAIN RESPONSIBILITIES

1	Work as part of the catering team to take supervision in the form of receiving instructions, training, guiding, leading and assessment to ensure that quality food provision is delivered daily.
2	Serve meals within our central office to staff and visitors.
3	Set up and clear restaurant dining and service area, including washing up, packing and uploading containers as required.
4	Maintaining a clean hygienic working environment, assisting with the cleaning of the kitchen and dining premises, furniture and equipment (including the moving of supplies and equipment) as required to ensure standards of hygiene are maintained and working within safety instructions given.
5	To use all the equipment and machinery safely and efficiently after instruction.
6	To report to the Head Chef, any problems that may arise from customer dissatisfaction.
7	Assist with simple cooking and reconstitution of food activities.
8	Complete all training, tests and evaluations as required by the apprenticeship provider.

Other Specific Duties:

- All staff are expected to demonstrate consistently high standards of personal and professional conduct and maintain high standards of ethics and behaviour, within and outside the workplace.
- To uphold and promote the Trust's Christian vision.
- Treat everybody with dignity, observe proper boundaries and understand that every adult in the Trust has a responsibility to safeguard children and young people.
- To continue personal professional development as required.
- Attend staff and other meetings and participate in staff training and development events as required.
- To actively engage in the apprenticeship programme.
- All support staff may be used to perform appropriate duties as and when required, commensurate with the salary grade of that post if it is higher than the employee's current salary.
- To work in the best interests of the Trust.
- To adhere to the Trust policies and procedures with particular reference to Child Protection, Equal Opportunities, and Health and Safety.
- To work flexibly, including some evening work, and to travel, as required, to meet the needs of the role.
- To work at locations across the academy Trust, as required and at the apprenticeship provider's location.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

This job description is current at the date shown, but, in consultation with you, may be changed by the Head Chef to reflect or anticipate changes in the job commensurate with the grade and job title.

_____ Post Holder Name

_____ Post Holder Signature

_____ Date

PERSON SPECIFICATION

Job Title: Catering Apprentice (Commis Chef Level 2)		
	Essential	Desirable
Qualifications & Experience	<ul style="list-style-type: none"> • basic numeracy and literacy skills 	
Knowledge & Understanding	<ul style="list-style-type: none"> • a commitment to personal development • a willingness to learn new skills • an understanding of effective team working 	<ul style="list-style-type: none"> • an understanding of Safeguarding and Child Protection issues
Skills & Abilities	<ul style="list-style-type: none"> • work as an effective team member and apply given instructions • able to apply written and verbal instructions received • able to organise, plan and complete tasks • willingness to develop own understanding through advice and training provided • a positive approach to work • able to manage workloads to meet daily timescales in a high-volume kitchen • able to meet the demands of a high-volume kitchen including substantial manual handling • able to use own initiative to find out information 	<ul style="list-style-type: none"> • think clearly in emergency situations
Personal Qualities	<ul style="list-style-type: none"> • an excellent record of attendance and punctuality • prioritise and manage own time effectively • a positive approach to taking instructions • reliability, integrity and stamina • respect confidentiality • willing to work as part of a team 	

LEVEL 2 COMMIS CHEF APPRENTICESHIP- 13 MONTHS

MILESTONE TRAINING PLAN



MILESTONE 1 – MONTH 1-2

Course preparation activities (intro to portfolio engagement), British Values, Prevent,

Safeguarding, Online Safety

Accredited Level 2 Food Safety Training & Examination

Accredited Level 2 Allergens Training & Examination

Review 1



MILESTONE 2 – MONTH 2-4

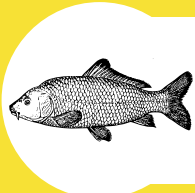
Industry Trends & Developments
Factors of workplace menus

Kitchen Open & Close – how to plan with a methodical approach
Special Diets & Nutrition

Workplace technology used to produce dishes & menu items
PDP

Knife Skills
French Vegetable Cuts

Preparation, cooking & presenting of – Stocks, Sauces, Soups & Poultry
Review 2 (Month 4)



MILESTONE 3 – MONTH 5-7

Kitchen Documentation
Seasonality & Availability

Teamwork – kitchen & FOH
Communication – different types

Equality & Diversity within the workplace
Managing waste

Meeting Customer Expectations

Preparation, cooking & presenting of – Fish & Shellfish, Meat, Vegetable dishes, Game & Offal
Review 3 (Month 7)



MILESTONE 4 – MONTH 8-10

Training & Development – self & others
Business vision & values

Managing risks
Contributing to menus

Food costings & financial awareness

Preparation, cooking & presenting of – Bread & Dough, Pastry, Hot & Cold Desserts, Vegetable Protein/Vegan

Review 4 (Month 10)



MILESTONE 5 – MONTH 11-13

Mock EPA assessments

Preparation, cooking & presenting of – Cakes, Biscuits & Sponges, Rice, Egg & Pasta

EPA Planning & Preparation

Review 5 (Month 13 – Exit)

EPA Ready

LEVEL 2 COMMIS CHEF APPRENTICESHIP- 13 MONTHS
END-POINT ASSESSMENT COMPONENTS

EPA Duration & Assessment Components

3 months

Portfolio (Gateway)

Knowledge Test (multiple choice)

Practical Observation Assessment x 3hrs

Professional Discussion x 40minutes

The above encompasses the knowledge, skills & behaviours as required for the Commis Chef Apprenticeship standard. This plan outlines your agreed training structure. This is not prescriptive therefore flexibility and changes can be adapted as required as long as all the areas are sufficiently met by month 13.

Evidence tasks to track and monitor progress will be measured through your Rubitek portfolio along with the mentioned reviews.

