

## Job description/ specification

**Department;** Pastry

**Position;** 1<sup>st</sup> Commis

**Key objective:**

*To work as part of a team, consistently delivering Le Manoir's standards in food production and service*

### Specific Responsibilities

- To follow and maintain recipes and all procedures (SSOW/ HACCP/ health and safety etc) to the required standard
- To adapt and respond to different shift patterns and department needs
- To respond swiftly to any given situation
- To report all issues back to supervisor
- To participate, and put into practice, training courses when necessary
- To take initiative and work to agreed deadlines
- To accurately record his/hers working hours
- To follow strict examples of personal hygiene
- To communicate effectively within the section
- To show understanding of cost and produce
- To use coaching skills to train a person
- To show alertness, vigilance and attention to detail
- To contribute to the daily production need of a section
- To be proactive in self development
- To promote the image of Blanc Restaurants Ltd as a professional organisation
- Assist with maintaining the IIP standards within the hotel
- Comply with all Company policies and legal requirements with special reference to health & safety

### Development Plan

- All statutory training;  
SSOW/ Fire training/ manual handling...
- Basic food hygiene; review every 3yrs
- HACCP
- Coaching course

### Personal Specification

This is a guideline to the role

<b>Minimum experience</b>	<b>Minimum qualifications</b>	<b>Skills required</b>
1 year	GCSE - 5 passes or above	Coaching abilities
	NVQ level 1 in food preparation	Basic pastry understanding
	Or equivalent	

Level of English: **Basic**

Ability to communicate and understand basic ideas

- To display a sunny disposition at all times
- To be motivated and enthusiastic
- To be hard working
- Stamina
- To be a team player
- To communicate well with colleagues
- To work well under pressure
- Adequate personal appearance

This is a guideline to the role