



Job Title:	Commis Chef Rigalettos	Reports to:	Executive Head Chef Head Chef Sous chefs, Chef de Parties
Based at:	DW Stadium		
Department:	Rigalettos		
Job Purpose:			
Prepare and cook fresh ingredients in Rigalettos Restaurant kitchen, ensuring quality and consistency at all times.			
Jobs reporting into the job holder:		N/A	
Key responsibilities and duties:			
<ul style="list-style-type: none"> Working with and cooking fresh ingredients following standard recipes where appropriate to promote consistency and reduce wastage. Fulfilling customer's orders from the A La Carte, Early Bird, Espresso Lunch and Specials Menus Working on various sections within the kitchen Working alongside the kitchen team to assist in menu development Meeting required hygiene levels and completing documentation Keeping work area clean and tidy Advising your Head Chef of stock required for the section you are working on, keeping stock levels to a workable minimum and follow the stock rotation process. Receiving delivery of goods into the building and storing them correctly adhering to required documentation relating to HACCP. Maintaining a high standard of personal hygiene with special attention to appearance. Required to work an average of 40 hours per week, five days from seven on a rota basis including lunch and dinner service. 			
Health and Safety:			
<ul style="list-style-type: none"> Fully endorsing, demonstrating and carrying out the company health and safety policy. Promoting the companies health and safety culture, understanding the role of the food and beverage department in relation to Health and Safety procedures. Complying with all Company policies and statutory regulations relating to Health & Safety, safe working practices, hygiene, cleanliness, fire and COSHH. This will include your awareness of any specific hazards in your work place, and assisting if required with the amending of risk assessments periodically. Having a full knowledge of procedures for evacuation with regard to fire. Identifying and reporting maintenance requirements or hazards within the workplace and to encourage any workforce to do the same to avoid injury. Ensuring that at all times you and your team are wearing the correct protective uniform in accordance with COSHH and maintaining a high standard of personal hygiene. 			
Safeguarding:			
<ul style="list-style-type: none"> Wigan Football Company Ltd is committed to safeguarding the welfare of children and young people and expects all staff and volunteers to endorse this commitment. The employee must act to protect all young people and vulnerable adults that are in their care or 			

attending the company's premises. The employee must report any misconduct or suspected misconduct to the Head of Safeguarding.

General:

- Fully co-operate with colleagues requiring assistance and assisting them in response to business needs.
- Carry out at all times his/her responsibilities with due regard to the policies and procedures in particular Health & Safety, Financial Authorisation and Data Protection.
- The employee must act to protect all young people and vulnerable adults that are in their care or attending the company's premises. The employee must report any misconduct or suspected misconduct to the Head of Safeguarding.
- Ensure a positive commitment towards equality and diversity by treating others fairly and not committing any form of direct or indirect discrimination, victimisation or harassment of any description and to promote positive working relations amongst Employees and customers.
- The above Job Description is not intended to be exhaustive, the duties and responsibilities may therefore vary over time according to the changing needs of the Company.

DBS Check Required: No

Person Specification:

	Essential Requirements	Desirable Requirements
Qualifications	<ul style="list-style-type: none"> • NVQ Level 1 or above and/or relevant experience in Catering and Hospitality 	<ul style="list-style-type: none"> • Food safety level 2 Certificate or willingness to work towards
Experience	<ul style="list-style-type: none"> • Previous experience or working in a restaurant kitchen in a similar role 	
Knowledge & Skills	<ul style="list-style-type: none"> • Ability to work under pressure and to deadlines. • Ability to organise own workloads • Understanding of stock rotation 	<ul style="list-style-type: none"> • Knowledge of Health & Hygiene legislation, (HACCP)
Personal Qualities	<ul style="list-style-type: none"> • Ability to deliver quality whilst working at a fast pace • Self-motivated with a passion to succeed. • Ability to work as part of team • Willingness to learn and continuously develop. • Assertive, calm with the ability to work well under pressure. • Flexible to meet the requirements of the needs of the business 	

I confirm that I have read and agreed to this job description outlining the main duties of my role.

Job Holder:

Signed:

Date: