



# HOUSE OF LORDS

To apply for this post, please ensure you complete all sections of our online application form found at <http://www.parliament.uk/about/working/jobs/>

## Job Description

Job title

Commis Chef

Reference number

1235

Office

Catering and Retail Services

Grade

HL2

Starting Salary

£21,014 per annum

Term

This post is fixed term for 12 months with the possibility of extension and /or permanency.

## Scope of the job

Background

Catering and Retail Services provides catering facilities to Lords Members, their guests, Staff of the House and visitors. It also provides a private function service to Lords Members of the House and sells House of Lords' gifts and souvenirs in the Gift Shop.

Main objective

### Overall Purpose of the Job:

To prepare and present food to the highest standards, as directed by the Sous Chef / Chef de partie. To clean and maintain cleanliness of kitchen work and assist all Chefs as and when required.

### Team Player

You will work with your colleagues, to bring the best out in each other. You will recognise and respect we are all different, have different values and experience.

### Passion

You will be proud to work at House of Lords and be happy at work giving high class service to our customers. You will always positively promote the business.

### Dynamic

You will work hard and be positive in all you do and use your initiative in creating new ideas and solutions. You will turn each challenge into a positive result.

### Brilliant

You will want to be the best in all you do, always aiming to improve your skills. You will continue to aim for the highest standard of service and ensure you and your colleagues go the extra mile.

### Responsible

You will act responsibly in all you do and ensure that you are energy efficient and protect the environment. You take responsibility for your own health at work and that of others around you.

**Key internal and external relationships**

Executive Chef, Head Chef, Sous Chefs, Chef de Parties, Catering Assistants, Kitchen Porters, Stores, Front of House Management and staff. Suppliers, Peers, members, Guests and Staff of the House

**Main responsibilities****Line management and budgetary responsibilities**

This post has no line management or budgetary responsibility.

**Other responsibilities of the post****Quality Standards**

- Carry out the mise-en-place as set out by Line manager.
- Monitor stockholding of perishable items delegated, and rotate stock effectively.
- Adhere to all House and contract rules and regulations.
- Comply with all House of Lords, hygiene and health & safety procedures.
- Ensure area of work is ready for start of service.
- Attend all statutory and departmental training.
- Assist with stock takes as requested.
- Ensure administration concerning stock transferral or requisition is completed accurately.
- Have good knowledge of all menus.
- To have good time keeping and punctual as outlined on rota's, and to work to daily rota set by Line manager.
- Carry out all cleaning duties allocated in accordance with the section cleaning schedule.
- Wear Personal Protective Equipment, as required, when carrying out specific duties
- Report any equipment and/or building fabric faults and any hygiene, health and safety hazards to line Manager.
- Treat all company and client property with care and respect.
- To carry out all reasonable tasks expected by management.

**People Management**

- Communicate effectively with all colleagues, demonstrating a positive and enthusiastic approach.
- Gain knowledge and skills through watching others at work.
- Assist and help colleagues where required.
- Deal with colleagues, contractors and customers in a polite and helpful manner, providing assistance where necessary.
- Have a good knowledge of all menus and assist colleagues where required
- Work in a safe and tidy manner at all times, being aware and consider those around me at all times.
- Communicate effectively with all colleagues, demonstrating a positive and enthusiastic approach.

## Person specification

The qualifications required for the post are:

- Possess NVQ Level 1 & 2 qualifications in Catering and hospitality or equivalent

The knowledge, skills and experience required for the post are outlined below. Each element will be assessed in the examples you provide in your application form. Should you be shortlisted these areas will be assessed in more depth at interview and, if appropriate, in a test.

### Essential

- Experience of working in a busy kitchen environment and to be able to work well as part of a team in a pressured environment;
- NVQ Level 1 & 2 qualifications in Catering and hospitality or equivalent
- Have a good understanding of H.A.C.C.P and C.O.S.H.H;
- Up to date food hygiene certificate or be able to demonstrate knowledge and be willing to train;
- Have a good command of spoken and written English;
- Have good organisational skills;
- Be polite and approachable;
- Be able to work on own initiative.
- Basic computer skills in word & excel or be willing to train;

### Desirable

- Be willing to undertake further training in Catering colleges and placements at other establishments;
- Be willing to attend and participate in Commercial awareness walks, Industrial trade shows and competitions.

## Terms and conditions

### Salary and allowances

The post is paid in accordance with House of Lords grade HL2 (£21,014 starting salary per annum). Pay increases usually depend on performance as assessed in annual appraisals. Salary is paid monthly by credit transfer.

### Probation

There is a probationary period of nine months.

### Term and hours

The post is fixed term for 12 months with the possibility of extension and /or permanency and is for 41 hours per week (including break-time).

### Benefits

Interest-free season ticket loan; eye care vouchers; employee assistance programme; reasonably priced in-house gym; access to Safety, Health and Wellbeing service; membership of a Civil Service Pension Scheme (see below).

### Pension

The House of Lords participates in the [Civil Service Pension Schemes](#). As an employee of the House, you will be entitled to join one of these highly competitive pension scheme arrangements.

**Annual leave**

Annual leave entitlement is 30 days (increasing to 35 days after one year's service) plus public and bank holidays. In most offices annual leave may be taken only during periods when the House is in recess and must always be agreed in advance with the line manager and Head of Office.

**Inclusion and Diversity**

The House of Lords Administration is committed to increasing diversity & maintaining an inclusive workplace culture. We welcome applications from all qualified candidates regardless of their ethnicity, race, gender, religious beliefs, sexual orientation, age, marital status or whether or not they have a disability. The Administration will also consider flexible working arrangements and reasonable adjustments.

**Pre-appointment checks**

For external candidates, appointment depends on satisfactory references, health and security checks and where necessary proof of qualifications.

**Baseline Security Standard**

The House of Lords (along with all government departments) has to comply with a Baseline Security Standard. The standard requires that we ascertain the identity of the applicant, their right to work in the UK (you must have normally resided in the UK for a minimum of 3 years out of the last 5 years), their employment or academic history over the last three years, and their address history over the last three years.

In addition, applicants are required to give a reasonable account of any significant recent periods of time (more than six months) spent abroad. Applicants who have been unemployed or self-employed for over six months in the last three years (whose last three years' employment/academic history are not covered by references) will be asked to provide further documentation to prove their history.

**Returning your completed application**

Please complete your online application by **23.55** by **27 January 2019**. For internal applications please discuss your application with your Head of Office and your line manager before you submit your application.

Interview dates to be confirmed.

**Telephone enquiries**

If you wish to find out more information about this post please contact Gary Devereaux on 020 72190512.

No recruitment agencies please.