

## **JOB DESCRIPTION**

<b>Job Title:</b>	<b>Commis Chef</b>
<b>Department:</b>	<b>Food &amp; Beverage Kitchen</b>
<b>Reports to:</b>	<b>Executive Chef</b>

### **Job Scope:**

Under the direction of the Executive Chef or his/delegate and within the limits of the Hotel's Policies and Procedures, he/she is responsible for preparing food in accordance with the Hotel's Policies and Procedures.

### **Key Relationships**

Chef de Partie, Demi Chef De Partie, Suppliers, Colleagues, Team members and Guests.

### **Key Job Responsibilities:**

- 1) Assists with the preparation, presentation, decoration and menu dishes including:
  - Meat dishes and meat marinades
  - Fish, shell fish and sauces for fish and shall fish
  - Garnishing techniques and methods of service for fish
  - Pastry, cakes and yeast products
  - Petit fours and desserts
  - Prepares regional dishes appropriate to the hotel menu, location and guest mix
  - Buffet food.
- 2) Communicates with superiors on any difficulties, guests or internal customer comments and other relevant information.
- 3) Prepares in advance food, materials and equipment needed for the service
- 4) Perform other duties as assigned.

### **Self-Management:**

Ensure Compliance to the following:

- Hotel rules and regulations
- Grooming and uniform standards.
- Timekeeping and attendance policies.

### **Customer Service**

- 1) Demonstrates attributes in accordance with industry expectations and company standards to include:
  - Being attentive to guests
  - Accurately and promptly fulfilling guests requests
  - Understand and anticipate guests needs
  - Maintain a high level of knowledge which will enhance the guest experience
  - Demonstrates a service attitude that exceeds expectations
  - Takes appropriate action to resolve guests complaints
- 2) Appreciate the dynamic nature of the hotel industry and extends these service attributes to all internal customers.
- 3) Maintain a high level of Product and Service Knowledge.

### **Health, Safety and Security**

- 1) Demonstrates an understanding and awareness of all policies and procedures relating to health, hygiene and fire life safety.
- 2) Good Knowledge of emergency and evacuation procedures
- 3) Ensure all security incidents, accidents and near misses are always logged in a timely manner and brought to the attention of the line manager or supervisor
- 4) Observes hygiene standards while preparing food and during its service. In particular observes personal hygiene, participates in the clean as you go program, and attends to all mandatory hygiene programs such as medical checks and trainings.



5) Observes all safety requirements in compliance to the hotel fire life and safety standards.

**Background, Skills and Experience**

- O level education or grade C- or its equivalent or culinary college training from a reputable college.
- Good mastery of basic food hygiene principles.
- Minimum of 2 years' experience as a cook or its equivalent in a Five Star Hotel.
- Good Communication and Interpersonal Skills
- Creative and Service Oriented
- Cultural Awareness

**Declaration:**

I..... have read and understood the responsibilities required of me in my duties as an employee of Lagos Continental Hotel and promise to observe and perform my duties diligently while in employment of the hotel.

Employee signature.....

Date.....