



Waddesdon Manor

Job Description

Job Title Commis Chef

Reporting To Head Chef

The Place

Waddesdon Manor is a historic house open to the public. Created by Baron Ferdinand de Rothschild from 1874, it is home to the Rothschild Collection and was bequeathed to the National Trust in 1957. Today it is managed by a Rothschild charitable trust, The Rothschild Foundation. It currently welcomes nearly 400 000 visitors a year to the property.

The Collection is exceptionally rich in fine and decorative arts of the 18th century, including English 18th-century portraits, French 18th-century furniture and porcelain, drawings and works on paper, textiles, 16th and 17th-century *objets d'art*, Dutch Golden Age painting, sculpture (including a small contemporary collection), books and bindings, manuscripts and metalwork.

The Catering Department

The Department is responsible for providing all on-site catering for the day visitor; including two waiter-assisted restaurants, two static food-to-go outlets, a Treaterie and various pop-up facilities as required by visitor fluctuations.

The Brigade consists of twelve chefs plus kitchen assistants and provides an excellent environment for learning and teaching as well as providing the catering required at this busy and popular tourist attraction.

The Position

The Commis Chef will aid the Head Chef in implementing all aspects of food policy in the main kitchens of the Manor and Stables.

The Commis Chef has responsibilities in five key areas. Feedback and assessment will be reviewed on an informal daily basis with the Head Chef. A more formal six monthly meeting with the Head Chef and Catering Manager will give the Commis Chef a full idea of his/her



development at Waddesdon, with two-way assessments of the previous six months and the discussion of future ideas and plans.

By successful achievement in the areas of responsibility the Commis Chef will be able to achieve the highest level of customer and management satisfaction, and ensure his/her consideration for future posts within the Waddesdon organisation.

1. **Food**

- (a) To prepare and produce, under the guidance of the Head and Sous Chef all dishes on the menu in the Restaurants in which they are working.
- (b) To help prepare and produce meals for special events, groups bookings and special interest days.
- (c) To assist in any other section of the kitchen as required or other kitchens at Waddesdon.
- (d) To achieve correct portion control and minimisation of waste.
- (e) To follow guidelines on presentation as laid down by the Head or Sous Chef.
- (f) To carry out all food preparation and service in the most efficient, organised and safe manner.

Achievement can be gauged by reference to customer satisfaction, Head Chef and Catering Manager comment, and the successful achievement of budgets.

2. **Hygiene**

- (a) To assist with the systematic cleaning of the hot kitchen and equipment therein, on a daily basis. To help clean other kitchen areas as required by the Head Chef.
- (b) To store deliveries in the correct area with proper stock rotation.
- (c) To ensure all aspects of the Food Hygiene Regulations are complied with.

Assessment can be made by reports from the EHO, the Catering Manager, the Head Chef and by efficient completion of HACCPs requirements.



3. **Staffing**

- (a) The Commis Chef must help the Head Chef by setting good examples of working practice.
- (b) The Commis Chef should be punctual and in full uniform at all times when on duty.
- (c) S/he should help foster an environment of commitment, enthusiasm and confidence, encouraging fellow chefs and all other colleagues.
- (d) Waddesdon is committed to ensuring that Commis Chefs are helped to develop in their role in the organisation, and thus will expect attendance at such training and development courses as considered necessary and appropriate by the Head Chef.

Success in this area may be measured through feedback from the Head Chef, Catering Manager and indeed, the kitchen staff in general.

4. **Equipment/Maintenance**

- (a) The Commis Chef must ensure the correct usage of equipment at all times. Equipment should only be used after thorough training by the Head Chef.
- (b) Breakages and failures should be reported to the Head Chef immediately.

Reference to budget and maintenance contracts will illustrate success or otherwise in this area.

5. **Finance**

- (a) The Commis Chef must be aware of budgets, expenditure and costs. S/he should be able to assist the Head Chef in minimising waste and maximising profit to achieve the gross profit percentage set by the Catering Manager.

This may be judged monthly through study of the financial summary.



6. Environmental Awareness

- (a) All staff are expected to observe The National Trust's policy and practices for the protection and improvement of the environment, and to ensure the security of equipment and buildings.

7. Relationships

- (a) At all times to maintain good working relations with all members of the Waddesdon staff, visitors and other members of the public.

Terms & Conditions

Salary: £15,352 per annum plus a share of the discretionary service charge (on average c£1,500 per annum).

Holiday: 25 days per annum, increasing to 28 days after three years, 29 days after five years and 31 days after ten years of service.

Hours: A minimum of 37½ hours per week, Wednesday to Sunday & Bank Holidays with some optional evening work available. No split shifts.

Pension: National Trust contributory pension scheme (matched up to 10%).
Life Insurance Cover.

Other: National Trust Staff Card which entitles free entry for two people at all NT properties and a discount in their shops and restaurants.