



Staff and Cast Positions – Commis Chef

Thank You for taking the time to consider joining the Carrington Inn hospitality team. We look forward hearing from you soon!

Established in 1885, The Carrington Inn has been a landmark in the rural town of Bungendore for over a century. Initially a coaching inn for travelers on the Cobb & Co route The Carrington Inn holds historical value to the community of Bungendore and its surroundings. It is anticipated that when reopened after extensive renewal, the Carrington will return to a focal point of the local community and be enjoyed and admired by tourists and travelers.

Commis Chef– Job Description

Job Title:	Commis Chef
Reporting to:	Executive Chef
SUMMARY: The Carrington Inn’s Executive Director, is looking for a skilled and committed person to help execute the culinary vision of the Executive Chef and follow the instructions of senior chefs. A person who will diligently and professionally assist in the preparation and service of food for guests and staff under the supervision of Sous Chef or Chef de Partie. A Commis Chef is a hands-on position that takes and executes instructions and directions given to him/her. He / She will help prepare wholesome food on time and meet the presentation style and quality standard required. A Commis Chef ensures that health and food safety standards are practiced. He / She is a member of the kitchen brigade team who contributes to the overall efficient operation of the kitchen so that each food item leaving the kitchen meets the establishments’ quality, styling and brand requirements.	

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Main Responsibilities and Activities:

- To maintain a high standard of specified work in accordance with the Executive Chef's instructions.
- To prepare, cook and serve food delegated as your responsibility, ensuring that high quality is maintained and that agreed standards for food preparation and presentation are met at all times under guidance from a senior chef.
- To monitor stock movement and be responsible for ordering on your section.
- To aid in achieving food cost, kitchen standard and overall objectives.
- To carry out daily and weekly procedures, including temperature checks, food labelling/dating and storage
- To adhere to company procedures in regards to temperature checks, food labelling and dating, cleaning schedules and hygiene regulations at all times ensuring that all records of such are maintained.
- To remove any hazards and make safe any defects in the kitchen or its equipment and report any problems to a senior chef.
- To keep high standards of personal hygiene, clean uniform and overall camaraderie.
- To be punctual for work and report directly to the manager on duty on arrival in the kitchen.
- To keep high standards of cleanliness on section where employed, also to assist in any job regarding hygiene or cleanliness asked for by a senior chef.
- To assist with the acceptance and storage of deliveries adhering to all relevant procedures.
- To have an understanding of menu planning, the implementation of stock controls, the importance of good stock management, and how this enables the kitchen to meet gross profit.
- To be familiar with the opening and closing procedures of the kitchen and carry them out as rotated.
- To be fully aware of all hygiene control and chemicals used in the work place.
- To have full knowledge of, and be able to act upon, fire procedures.
- To work as part of a team in a constructive manner that enables the property to achieve the objective of being a market leader in the rural speciality hotel sector.
- To comply with all hotel and company policies.
- To be responsible, whilst liaising with the Executive Chef, for career self-development.
- To carry out and assist in the smooth running of the kitchen.
- To comply with any reasonable request from your superiors.
- Supervise members of the kitchen team who are responsible to you.
- Assist with the training of staff, including any apprentices and trainees.
- Help to create good communication between floor and kitchen staff and within the kitchen.
- Receive, record and account for supplies and deliveries.
- Follow the restaurant's regular cleaning and waste disposal practices.
- Optimise the use of restaurant resources: food, energy, labour, water.
- Use safe work practices and support others to use them.
- Participate on the health and safety committee, rotation basis.
- Use kitchen equipment and plant only in a safe and proper way.
- Participating in team meetings, training sessions and surveys.
- Carry out other duties typically expected of the position as required from time to time.

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EDUCATION and/or EXPERIENCE

Must have at least 2 years practical culinary training and experience.

References must confirm a good attitude and good work performance and attendance.

Eager to learn more food and wine knowledge and culinary skills.

Must hold a food handlers certificate.

Working knowledge of various computer software programs including, but not limited to, Word-processing, spreadsheets, tablet computer, and email.

OTHER SKILLS and ABILITIES

- A Commis Chef:
 - has an ambition to succeed, demonstrating his/her willingness to work learn, and achieve the goals given to him or her.
 - demonstrates an ability to continuously produce good work in a timely manner, which is of high quality in a fast paced environment.
 - interacts positively with supervisors, and co-workers, to promote a team effort and maintain a positive and professional approach.
 - comes to work when rostered and is on time.
 - follows directions, takes criticism positively, and at all times refrains from abusive and/or inappropriate behaviour.
 - is honest in all manner of engagement with the enterprise and guests.

PERSONAL PRESENTATION:

READINESS FOR WORK: At the start of the rostered time you should be clean, groomed, uniformed, fed, well-rested, with personal belongings already stowed, and ready to immediately commence work in all other ways required of the position. This is a condition for ongoing employment.

UNIFORM:. Every day you should present in a clean uniform, ready to work. Footwear is to be comfortable with non-slip soles, and a closed toe style approved to coordinate with the uniform.

GROOMING: The position requires a person who is clean and well groomed. Hair will be under cap or net, tied back if long. Males are preferred to be clean shaven, otherwise facial hair must be well groomed and not longer than 30mm at any length. Females will maintain not more than light make-up.

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SHIFTS / NIGHT WORK / AVAILABILITY/ WORKING CONDITIONS ETC:

On its re-opening, the Wintergarden Restaurant will be closed on Mondays and Tuesdays, however if business levels dictate the restaurant may go to a 7-day roster. The Commis Chef is expected to be available for work during peak times which include Saturday, Sunday and agreed public holidays.

Minimum of 4 hours per month continuous professional education should be undertaken.

Dinner break at set time with whole of kitchen brigade.

PHYSICAL DEMANDS:

While performing the duties, you are regularly required to see, talk, hear and feel touch. You are frequently required to stand; walk; use hands to finger, handle, sense or feel; reach with hands and arms, and stoop, kneel, or crouch. You must occasionally lift and/or move up to 24kg. Specific vision abilities required in this role include close vision and distance vision. Logic and thinking process must be quick and unencumbered.

WORK ENVIRONMENT:

While performing the core functions of the position, you are usually indoors, in a confined kitchen environment, but may also be rostered to work outdoors in a natural and variable environment. The position can also involve regularly moving between warm (kitchen) and cold (cool room) locations. Moderate machine and crowd noise levels exist in the working environment.

OPERATIONS GUIDELINES:

The property maintains operational guidelines for personnel that are intended to create a safe and productive working environment, and a professional and appealing guest experience. The full set of guidelines will be provided to shortlisted applicants, although they may change from time to time. The following are two key guidelines:

MOBILE DEVICES: Personal mobile devices may not be accessed or used during shifts, except on breaks. All personal devices must be stowed in lockers or vehicles during shifts. Emergency contact support is provided through the main venue telephone number.

PERSONAL VISITORS: Personal visitors should not attend the property, distract or disrupt you from your responsibilities during your shift. Guest of the venues excepted.

SECURITY BACKGROUND and **REFERENCE CHECKS** may be undertaken.

Location of job: Bungendore, NSW

Prepared by:

Date: 26 May 2016

Wintergarden – TOM WILLS – *Myees* – ELM PARK – ROSE COTTAGE



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