BRYANSTON

JOB DESCRIPTION

JOB TITLE : Commis Chef

RESPONSIBLE TO: Head Chef

DEPARTMENT : Catering

DATE OF ISSUE : November 2026

MAIN PURPOSE

Under the direction of the Head Chef or his delegate, prepare and cook all menu dishes providing high quality food for the dining room and functions, maintaining high standards of hygiene and complying with company standards at all times.

SPECIFIC DUTIES AND ACCOUNTABILITIES

1. **Food Preparation and Management**
   - Ensure dishes are produced to the required standards of quality and garnished appropriately.
   - Maintain records relating to food production, consumption and wastage as instructed.
   - Comply with statutory and company regulations concerning the hygiene and safety of staff, food and equipment.
   - Occasionally assist in the preparation and cooking of food for special functions and special days.
   - Keep food wastage to a minimum through correct production levels and preparation techniques.

2. **Kitchen Safety and Management**
   - Use machinery as instructed and trained, ensuring equipment is used safely and in accordance with legislation.
   - Report any equipment faults to your supervisor once identified.
   - Ensure work areas are clean and tidy and all waste disposed of correctly.
   - Comply at all times with Health and Safety and Food Hygiene standards and regulations.

3. **Staff Supervision**
   - Allocate duties to and supervise kitchen porters as and when needed.

4. **General**
   - Greet 'customers' helpfully and courteously and provide product information to customers on request.
   - Attend training and department meetings as required.

- As and when requested by the catering managers, carry out additional tasks concerned with the operation of the unit, including assisting in the service of food.
- Operate in accordance with school's policies and procedures as detailed on the school's website and intranet and as set out in the Staff Handbook (Brystaff) and elsewhere, ensuring compliance with the School's Code of Conduct, the Safeguarding Policy and Child Protection procedures, the school's Health and Safety policy and the Health and Safety at Work Act.

No job description can fully cover all aspects of the role and consequently the responsibilities are likely to evolve and change over time.

PERSON SPECIFICATION:

	Essential	Desirable
Qualifications	• Food Hygiene certificate	• Recently qualified chef or previous experience
Experience	• Experience in delivering an excellent service to customers	• Previous experience in a professional kitchen • Experience of high-volume food production • Experience of working with young people in a catering or similar environment
Knowledge	• An understanding of the importance and value of good customer care • Knowledge of HACCAP	• Knowledge of information technology, ideally Microsoft Office • Knowledge of ISO Standards and COSSH
Behavioural competencies and qualities	• Imagination, flair and passion about food • Ability to work well within a team • Ability to communicate clearly • Able to work under pressure • Excellent interpersonal skills with pupils, kitchen, front of house staff and management • Ability to interact with people at all levels and ages, particularly pupils and teachers. • Flexible approach to work, with the ability to work evenings and weekends, including bank holidays • Ability to work without regular supervision / management. • Suitable to work with children.	

Bryanston is committed to celebrating diversity and a culture of open-mindedness and inclusion. We welcome, respect and value people of different ages, gender identities and faiths; with different types of families, sexual orientations, cultural backgrounds and disabilities. We stand against everything to do with discrimination and promote fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance.

The welfare of Bryanston pupils is of paramount importance. The School is committed to safeguarding and promoting the welfare of children and young people and all staff and volunteers share this commitment.

All successful job applicants will be required to undergo child protection screening, including reference checks with previous employers and a criminal record check with the DBS.

Candidates should be aware that, in line with Keeping Safe in Education guidance, Bryanston undertakes online searches on all candidates that reach the interview stage as part of our due diligence checks.

Terms Of Appointment

A formal contract of employment will be drawn up on appointment. The following notes provide guidance, without prejudice, on the likely main provisions of the agreement.

Appointment date
As soon as possible.

Salary and Benefits
Competitive remuneration package. The School will comply with its legal obligations in relation to the provision of access to a pension scheme and will automatically enroll the employee in a pension scheme when required by law.

We offer an excellent benefits package, including:

- No split shifts
- Flexible working patterns
- Free parking on site
- Free meals on duty
- Chef whites provided and laundered free of charge
- Lots of training and development opportunities
- Free gym membership and access to our state of the art sports facilities including a 25m indoor swimming pool
- Life assurance at 3 times salary
- 25 days holiday + 8 bank holidays (pro rata)
- Employee assistance and wellbeing support programme
- A staff benefits platform including perks and discounts, travel and lifestyle, cycle scheme and more.

Hours of work
The normal working hours for this position will average 45 per week according to a rota drawn up by the Head Chef, and which will include evening and weekend working. This includes half-hour paid meal breaks.

Holidays
5 weeks holiday pro rata per annum in addition to Public Holidays, of which up to 4 days may be designated to be taken over the Christmas period, normally in the period between 24th December and 1st January.

Medical Fitness
Any offer of employment will be conditional upon the appointee's fitness to carry out the role. New employees will be asked, following an offer of employment, to complete a questionnaire regarding medical fitness.

Criminal Background Checks
As a School, Bryanston requires all new employees to complete an Enhanced level criminal background check through the Disclosure and Barring Service. It is a condition of employment that the employee should not have been convicted of a criminal offence against children, nor have been dismissed from or resigned from a previous employer for misconduct of a similar nature. Having a criminal record is not necessarily a bar to employment; it will depend on the nature, circumstances and background of the offence. The school's policy on the recruitment of ex-offenders and security of disclosure information can be found on our web site: www.bryanston.co.uk

In addition, all new employees are required to provide two satisfactory references, one of which should be from a previous employer. The School may also contact any previous employer, where the position has involved working with children or vulnerable adults.

The Disclosure and Barring Service's Code of Practice is intended to ensure that information released in Standard and Enhanced Disclosures is used fairly – and to provide assurance to applicants that this is the case. The Code also seeks to ensure that sensitive personal information is handled and stored appropriately and kept for only as long as is necessary.

Further information about the Disclosure and Barring Service may be obtained from http://www.homeoffice.gov.uk/agencies-public-bodies/dbs/ and a copy of the Code is available upon request or from the Home Office web site: http://www.homeoffice.gov.uk/publications/agencies-public-bodies/dbs/dbs-checking-service-guidance/cop

Applications

Applications are being reviewed on an ongoing basis.

All applicants are asked to submit an online application form via the Bryanston website together with a letter of application and the names and addresses of two referees who may be contacted prior to interview. This is designed to provide comparable information on all candidates, and may be accompanied by a letter of application. Attention will need to be given by the candidates as to the way in which they expect to transfer their experience to date to this post in a school environment.

All candidates must bring original documents confirming any educational and professional qualifications that are necessary or relevant for the post (e.g. the original or certified copy of certificates, diplomas etc.). Where originals or certified copies are not available for the successful candidate, written confirmation of the relevant qualifications must be obtained from the awarding body.

Candidates invited to interview should bring the following original documents. Please note photocopies or certified copies are not sufficient.

- Two forms of original identification, i.e. passport, current photo card driving license and full birth certificate.
- Proof of address documentation, i.e. a utility bill or financial statement issued within the last three months showing current name and address.
- Where appropriate, any documentation evidencing a change of name. If providing a birth certificate and your name has changed since birth, you must also provide documentation, e.g. marriage certificate, to confirm change of name.
- Right to work in the UK.

Candidates with a disability who are invited to interview should inform the School of any necessary reasonable adjustments or arrangements to assist them in attending the interview.

For further information on the recruitment process and relevant policies, please visit our web site www.bryanston.co.uk.