

Commis Chef Job Description

The Role

Job title:	Commis Chef
Department:	Commercial Experience Directorate
Responsible to:	Executive Head Chef
Location:	Catering/Kitchen
Salary:	£22,768 per annum <u>Please note:</u> it is the university's policy to appoint new staff at the bottom of the pay scale, unless there are demonstrable exceptional skills and experience the candidate brings with them
Term:	Full time, averaging 35 hours per week, Monday to Sunday on a rota system
Relationships with:	Suppliers, staff, students, visitors and colleagues within the industry.

Purpose

Assist with the daily preparation and production of food to a consistently high standard, while supporting effective stock management and ensuring all health, hygiene, and food safety procedures are followed in accordance with catering department guidelines. Maintain high standards of food quality, presentation, customer service, and care at all times, while developing strong product knowledge and awareness of ingredients, preparation methods, and catering requirements.

Key Responsibilities

1. Ensure that the highest standard of food hygiene and Health & Safety is maintained at all times, as laid down by the Food Hygiene Regulations.
2. Ensure that University and statutory regulations pertaining to the safety and hygienic operation of the kitchen and ancillary areas are adhered to by you and others in the kitchen.
3. Prepare dishes and foodstuffs for service in the food outlet in liaison with the senior chefs.

4. Ensure that the quality, quantity, temperature and appearance of completed dishes are of the highest possible standard before being served.
5. Follow recognised standard recipes to ensure consistency, quality and portion control.
6. Follow directions from supervisors and senior chefs whilst carrying out the duties of the service.
7. Work in a clean, organised manner in accordance with RAU SOPs and relevant legislation.
8. Prepare food for special functions as required, ensuring that the required standards and deadlines are met
9. Report and, where possible, attend to and take necessary action in the event of an accident, fire, loss, theft, lost property, damage, unfit food or other irregularities, and complete the necessary return and/or report.
10. Ensure that kitchen stores and other potential areas of loss are secured at all times, in accordance with management instructions.
11. Minimise energy consumption, including water and electricity, maximise recycling opportunities and encourage staff awareness of the environmental impact of their actions.
12. Undertake other duties of a similar nature as reasonably required by your line manager.

General responsibilities:

- The University is committed to equality of opportunity. All staff are required to comply with current legislation, University policies and good practice guidance.
- All staff are required to act in a way that safeguards the health and wellbeing of children and vulnerable adults at all times. The post holder must be familiar with and adhere to appropriate safeguarding policies and guidance and participate in related mandatory/statutory training. Managers have a responsibility to ensure their team members understand their individual responsibilities with regard to safeguarding children and vulnerable adults.
- All staff are required to participate in the University appraisal process and should ensure they are familiar with the process and plan time to prepare for their appraisal. Following the appraisal, staff are expected to undertake in any necessary learning and development and work towards the objectives that have been set.
- The University expects staff to attend any training designated as mandatory and to undertake learning and development activities to support their role. Managers must facilitate learning and development within their teams.

- It is a condition of employment that staff will not disclose any information obtained in the course of their duties other than to those entitled to receive it. The post holder must ensure that the confidentiality of personal data remains secure and that restricted information or highly restricted information to which they have access remains confidential during and after their employment at Royal Agricultural University. All staff must undergo appropriate data protection training as required.
- All absence from work must be reported in accordance with the University's absence procedures and recorded on iTrent.
- The University acknowledges its responsibility to provide a safe, smoke free environment, to its employees, service users and visitors. It is the policy of the University not to allow smoking on University premises other than in specifically designated areas.

University Values

As a University we have chosen five values to underpin our learning community. These are the values which we will all work by and for which we want the RAU to be known. We are:

- Collaborative - we believe in the power of working together. We are stronger as a community of practice - inspiring each other, identifying shared goals, and providing reciprocal support leads to greater success.
- Open-Minded - we are receptive to new ideas and we value the diversity of experiences and skills. We are committed to listening to everyone across the RAU community.
- Resourceful - we adopt creative approaches to achieve our goals while setting higher standards, promoting professionalism and sustainability.
- Responsible - individually and collectively we take accountability for our actions working with integrity to achieve the highest ethical standards.
- Inclusive - we acknowledge the fundamental value and dignity of all individuals and are committed to maintaining an environment that seeks to eliminate all forms of discrimination and respects diverse traditions, heritages, and experiences.

Person Specification

Qualifications	Essential (E) or Desirable (D)	Measured by; A – Application form B – Interview C - Presentation
A good standard of general education - GCSE or equivalent	E	A
Culinary qualification such as NVQ 1	D	A
Basic Food Hygiene Certificate	D	A
Knowledge, Skills & Experience	Essential (E) or Desirable (D)	Measured by; A – Application form B – Interview C - Presentation

Computer Literate, with basic competence in Word, Excel and Outlook	E	A, B
Excellent communication skills, written and verbal, at all levels	E	A, B
Experience of working in a similar environment or some kitchen experience	D	A, B
Demonstrable enthusiasm for food and cooking, with a drive to work to high standards	E	A, B
Planning and organisational skills	D	A, B
Other requirements	Essential (E) or Desirable (D)	Measured by; A – Application form B – Interview C - Presentation
Ability to lift and move heavy stock items up to 25 kg	E	A, B
Ability to work flexibly if required	E	A, B

Application Procedure

If you are interested in applying for this role, please send:

- University [Application Form](#) together with the [Equal Opportunities Monitoring Form](#) available on the University website www.rau.ac.uk) – you may attach your up to date CV if you wish to add additional information.
- Details of two referees who must be people who can comment authoritatively on you as a person and as an employee in relation to the level of the post, and must include your current or most recent employer or their representative.
- Please forward to the HR Team, Royal Agricultural University, Cirencester, Gloucestershire, GL7 6JS or via email to jobs@rau.ac.uk stating where you saw the advert for the role
- Informal enquiries can be made to James Maulgue, E mail: James.maulgue@rau.ac.uk
- Closing date:** 7 September 2026 with **Interviews on:** 21 September 2026
- We acknowledge receipt of all applications within two working days. If you do not receive an email from us after submitting your application, please let us know by sending a new email **without any attachments** to Human.Resources@rau.ac.uk so we can check if your application has reached us.
- Should you be selected for interview please be aware that we are unable to reimburse interview expenses.
- Please note:** it is the university's policy to appoint new staff at the bottom of the pay scale, unless there are demonstrable exceptional skills and experience the candidate brings with them.

The RAU is an equal opportunities employer and we particularly welcome applications from black and minority ethnic candidates as they are underrepresented within the RAU at this level