



JOB DESCRIPTION

Job Title	Commi Chef
Management Level	Level 11
Department	Hospitality & Leisure Department
Reporting To	Chef de Partie / Sous Chef
Direct Reports	None

Overall Purpose:

To support food preparation and kitchen production under the direction of the Chef de Partie and Sous Chef, while developing practical culinary skills and maintaining required standards of food quality, hygiene, safety and workstation organisation.

Key Responsibilities

- Assist with preparation and production of food under supervision.
- Complete assigned mise en place requirements.
- Follow approved recipes, preparation methods and portion standards.
- Assist the Chef de Partie during meal service and events.
- Clean and organize the assigned workstation and equipment.
- Handle ingredients safely and maintain proper storage and rotation.
- Assist with stock checks and report shortages.
- Minimize food wastage through proper preparation and storage.
- Operate kitchen equipment safely and report defects.
- Maintain food-safety, hygiene and sanitation standards.
- Assist other kitchen sections when directed.
- Maintain basic production and preparation records where required.
- Learn and apply culinary techniques and kitchen procedures.
- Receive guidance and feedback from senior kitchen staff.
- Maintain professional conduct and teamwork within the kitchen.
- Perform any other duties assigned by the Supervisor.

Key Measures of Performance

Key Result Area	KPI	Measure
Food Preparation	Task Completion	Assigned preparation completed on time
Mise en Place	Readiness	Station ready for service
Food Safety	Hygiene Compliance	Compliance with food-safety procedures
Quality	Preparation Quality	Compliance with recipes and standards
Ingredient Handling	Stock Care	Correct handling and storage



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Equipment	Safe Equipment Use	Safe operation and defect reporting
Wastage	Waste Control	Proper ingredient utilisation
Service Support	Service Support	Timely support during service
Development	Skills Progress	Demonstrated improvement in culinary skills

Minimum Qualifications & Experience

Requirement	Minimum Requirement
Academic Qualification	Certificate in Culinary Arts, Food Production, Hospitality or a related field.
Professional Certification	Basic food-safety/HACCP certification or recognized culinary training will be an advantage.
Professional Membership	Not applicable.
Other Knowledge	Basic food preparation, mise en place, kitchen hygiene, food safety, ingredient handling, basic cooking techniques, portion control, kitchen equipment and safe work practices.
Experience	Suitable for direct entry with the required culinary qualification; practical kitchen experience will be an added advantage.

Key Relationships

Internal	
Contact	Nature of Interaction
Chef de Partie	Work allocation, guidance and supervision
Sous Chef	Operational direction and development
Executive Chef	Indirect culinary direction
Other Commis Chefs	Teamwork and production support
Steward	Kitchen cleanliness and sanitation
Restaurant & Bar Team	Service support
Stores/Procurement	Ingredient handling and availability
Facilities Management	Reporting equipment faults
People & Culture	Training and employee matters
Chef de Partie	Work allocation, guidance and supervision



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External Relationships

The role has limited external relationships. Where interaction is necessary, it will normally involve suppliers or service providers and will occur under the direction of the Chef de Partie, Sous Chef or other authorized officer.

Agreed and accepted by:

Job Holder Signature	_____ Date: _____
Line Manager Signature	_____ Date: _____
HR Manager Signature	_____ Date: _____
General Manager Signature	_____ Date: _____