

## **Position description APPRENTICE CHEF**

Reports To: Head Chef

### **Context:**

Sunningdale Golf Club was founded in 1900 and comprises a Clubhouse, a pro - shop, two 18-hole Championship courses and a large expanse of heathland that is designated a SSSI and SPA.

The Club has approximately 1,000 Members and also welcomes visitor play.

There are around 50 full-time staff with additional seasonal staff.

Sunningdale Golf Club aspires to world class standards and operates to the Investors in People Gold Standard.

### **Values and Behaviours:**

Employees are expected to act professionally at all times and in accordance with the standards of behaviour and code of conduct outlined in the staff handbook and below.

The Sunningdale departmental teams are committed to working together to achieve Sunningdale's aims and objectives. It is an organisation that aspires to excellence through working and communicating efficiently as a team. A core value is integrity and team members treat each other considerately according to the published Sunningdale Values, which include environmental and social responsibility.

### **Working Relationships:**

- Head Chef
- Chef de Partie
- Kitchen Porter
- Restaurant Manager
- F&B servers

### **Principle Purpose of Position:**

- This is a development role. Through training the post holder will develop skills, knowledge and experience in their role, supporting their educational development
- The post holder will attend college to undertake the Professional Cookery Level 2 and 3
- To produce light meals inclusive of breakfast, bar menu, sandwich menu, light lunches and staff lunches.
- To receive training in all menus to achieve the standard set by the Club.
- To assist in all other food preparation areas.

**Location:**

- The Clubhouse, Half Way House & any other catering location.

**Key Responsibilities:**

- Achieve through training the production and service of the light meals menu to the standard set by the Club
- To follow all Health & Safety at Work & Food Hygiene Regulations.

**Key Tasks:****Preparation:**

- Preparing of food for the light menu to the required standard
- Date labelling and storage of light menu items
- Ensuring rotation of stock is carried out
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- Date labelling and storage of light menu items
- Ensuring rotation of stock is carried out
- Ensure that all equipment is ready for daily service at least 15 minutes before commencement of service
- Notify the Head Chef of any food shortages
- Make sure at the end of service that all food is correctly stored labelled and covered
- Assist when necessary with the preparation of food items for all other Club dining events

**Cooking:**

- Production and serving of menu items
- Accurately producing orders
- Ensure dishes are despatched within the time frame set by the Head Chef
- Assist in serving Members/guests hot and cold buffets and Members/guests plated dining events

**Health & Hygiene Compliance:**

- Cleaning of equipment after use to the required standard
- To operate all kitchen equipment in a safe and proper manner as shown
- To be aware of Health & Safety at Work and Hygiene regulations and report any irregularities to the Head Chef/Head Cook
- To practise good personal hygiene and cleanliness and comply with the Club's Policy
- To ensure personal protective equipment and uniforms are maintained to the standard required
- To maintain a high level of personal appearance
- To adhere to the Fire Procedures as laid down by the Club
- To carry out any reasonable tasks set by the Head Chef, Head Cook Chef de Partie, Deputy Secretary or Secretary

### **Training & Policy:**

- To attend relevant training in order to achieve NVQ2 in Professional Cookery.
- To ensure good working relationships with kitchen personnel and with all other departments
- To implement daily work programmes as devised and instructed by the Head Chef
- To participate in regular Personal Performance Reviews according to the policy of the Club
- Identify a programme of personal training and development
- To support and promote all environmental policies and recycling of materials

### **Liaison:**

- General Manager in respect of all aspects of the daily operation of the Club and courses
- General Manager in respect of all health and safety policy matters
- Golf Reservations Manager regarding a weekly schedule of groups, competitions and event
- Head Chef regarding all aspects of staff meals and kitchen cleaning
- Restaurants Manager in respect of Dining & service
- Bars Manager in respect of bar menu & service
- Administration & HR Manager regarding any HR matters

### **Personal Profile:**

#### **Qualifications:**

The Apprentice Chef will need to pass the entry requirements to undertake Professional Cookery Level 2 and 3

#### **Experience:**

Basic experience in catering

#### **Personal:**

Able to communicate with all team members, Members and guests