

Delivering care through collaboration

NHS Golden Jubilee

Beardmore Street, Clydebank G81 4HX

Telephone: 0141 951 5000

www.nhsgoldenjubilee.co.uk



Chair: Susan Douglas-Scott CBE

Chief Executive: Carolynne O'Connor

Recruitment line: 0800 0283 666

Dear Candidate,

POST: Commis Chef

HOURS: 22.5 hours per week

BAND: 2

SALARY: £25,694 to £27,900 pro rata

CLOSING DATE: 23rd January 2026

NHS Golden Jubilee welcomes your enquiry in connection with the above post. Please find enclosed an information pack.

Should you wish to submit an application for the above post, please ensure you do so in advance of the closing date. Late applications will not be forwarded for short listing.

When providing referees on the application form, please be aware that we require a minimum of two references to cover at least **three years** of previous employment/training history. If there is insufficient space on the application form to list all of your referees, please provide on an additional page. Where possible, please provide us with e-mail addresses for contact. Additionally, you should note that as part of the pre-employment checks a PVG or Disclosure Scotland check will be completed. **It is an offence for barred individuals to apply for regulated work.**

Should you contact the recruitment team to discuss any queries regarding your application it is advisable that you retain the job reference number as you will be asked to quote this when you call.

In the meantime, I wish you success with your application and should you require any further information please do not hesitate to contact the recruitment team on the contact telephone number shown above.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'G Swinyard', written over a light blue horizontal line.

Gabriella Swinyard

Senior Recruitment Advisor

NHS Golden Jubilee

General Information for Candidates

- This information package has been compiled to provide prospective candidates with details of the post and background information about NHS Golden Jubilee.
- The contents of this package are as follows:
 - Job Description/Person Specification
 - Terms and Conditions of Service
 - Information on Agenda for Change
- The Equal Opportunities Monitoring form which you will be requested to complete via our electronic application system is required for monitoring purposes only and will not be made available to the interview panel during any part of the recruitment process.
- NHS Golden Jubilee operates a No Smoking Policy on all Premises and Grounds and in shared vehicles.
- All offers of employment will be subject to the receipt of two years' satisfactory References, Occupational Health screening and Disclosure Scotland clearance. Please note that it is an offence under the act for barred individuals to apply for regulated work.
- Please submit your completed application through the Jobtrain Recruitment System.
- The shortlisting process will take place shortly after the closing date.
- As a Disability Confident Leader we recognise the contribution that all individuals can make to the organisation regardless of their abilities. As part of our ongoing commitment to extending employment opportunities all applicants who are disabled and who meet the minimum criteria expressed in the person specification will be guaranteed an interview.
- We are committed to ensuring our recruitment process is inclusive and accessible to all. If you have a disability or long-term health condition (for example: dyslexia, anxiety, autism, a mobility condition or sensory impairment) and need us to make any adjustments, changes or do anything differently during the recruitment process, please let us know by contacting our recruitment team at the earliest opportunity.

Email us at recruitment@gjnh.scot.nhs.uk

How we can help you

Below are some examples of how we can support potential new employees through the recruitment and interview process:

- Where a post closes earlier than the originally published deadline, granting an extension for application submission up to the normal application deadline.
- Holding interviews specific to individual circumstances, e.g. arranging alternative formats and locations for interview where appropriate – such as via a video call.

- We can offer a named contact person for reasonable adjustments and a dedicated email contact.

If you would like to discuss accessibility adaptations for the recruitment application process and interview we are happy to discuss what support you require.

Please note: requests should be made at the earliest opportunity to ensure tailored support can be provided.

- The organisation has introduced a set of shared values. These values will be measured during our Values Based Competency Interview. Our values are:
 - Valuing dignity and respect
 - A “can do” attitude
 - Leading commitment to quality
 - Understanding our responsibilities
 - Effectively working together

Person Specification

JOB TITLE:	COMMIS CHEF
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Listed below are the key requirements needed to perform this job, candidates will be assessed against these criteria throughout the selection process. NB – Any criteria in the “Essential” box must apply to all candidates. You must stipulate at which stage of the selection criteria will be assessed, i.e. Application Form (AF) or Selection Process (SP)

Candidates who do not demonstrate in their application that they meet all of the Essential Criteria highlighted as being assessed at AF stage will not be shortlisted so please ensure your application clearly indicates that you meet all of the relevant criteria.

	Essential Criteria		Desirable Criteria	
	Criteria	AF/SP	Criteria	AF/SP
Qualifications	<ul style="list-style-type: none"> 706/1 or equivalent Food Hygiene Certificate Good knowledge of H&S Good knowledge of Food Hygiene and HACCAP 	AF/SP AF SP AF/SP	<ul style="list-style-type: none"> Working towards 706/2, or equivalent 	AF/SP
Experience	<ul style="list-style-type: none"> Have relevant practical experience in a busy kitchen environment. Ability to work on own initiative 	AF/SP	<ul style="list-style-type: none"> Have experience in a similar environment 	AF/SP
Skills and Knowledge	<ul style="list-style-type: none"> Good Communication skills Ability to work with others in a team Ability to work under pressure Working as part of a team 	SP SP	<ul style="list-style-type: none"> Have knowledge of working in the NHS 	AF/SP
Personal Attributes	<ul style="list-style-type: none"> Ability to work in the evenings and at weekends, covering shifts ranging from 7.00am – 8.00pm 	SP		
Other Requirements				

Job Description

1. JOB IDENTIFICATION

Job Title: Commis Chef

Department(s): Kitchen

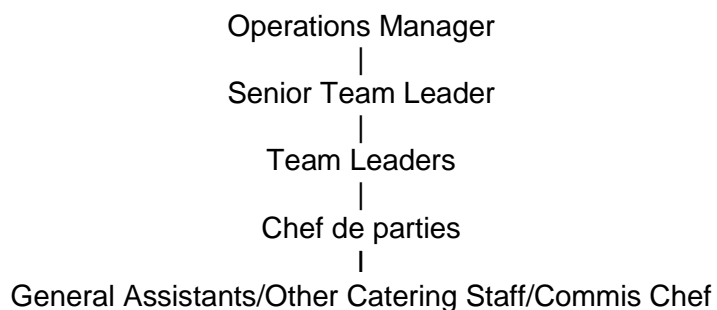
Job Holder Reference: HOSP/KITCH

No of Job Holders 2

2. JOB PURPOSE

Work alongside other members of the kitchen staff as part of a team to produce a high standard and quality service to patients, staff and visitors. Work closely with other departments within the kitchen to create an efficient team and to ensure there is a good working environment. Maintain food standards set by all the policy and procedures, Food Safety, Food In Hospitals and Health and Safety, and guidance from fellow colleagues within the catering department.

3. ORGANISATIONAL POSITION



4. SCOPE AND RANGE

- To undertake tasks directed from a chef de partie and senior members of the kitchen staff for food production within the kitchen
- To ensure food produced and served is of an acceptable standard
- To ensure clean as you go within the area you are working
- Present a professional image at all times
- To undertake any training relating to the job role as required
- Work on own initiative at times when producing new menu ideas for dining room

5. MAIN DUTIES/RESPONSIBILITIES

Production

- Assist running of area of kitchen you may be asked to be in as per rota
- Ensure time keeping is punctual with start and finish times as per rota
- Work within tight timescales for the production of meals for patients/staff/visitors for service times
- Work within cost control as per menu specifications set by Food in Hospitals, and recipes especially patients
- Respect all foodstuffs and equipment within the kitchen to minimise waste and damage
- Work as part of a large team, as well as on own at times
- Maintain the highest levels of health and safety, food safety at all times, as per regulations
- Daily completion of all HACCAP(Hazard Analysis and Critical Control Points) paperwork as relevant
- Ensure personal hygiene at all times and a clean uniform worn daily
- Follow instruction as shown by trainer / mentor on all jobs to be carried out
- Working in cold areas for prolonged lengths of time on your feet in extreme hot or cold for approx. 7.5 hours per day
- Serving patients, staff, visitors or other customers at various service points within the restaurant servery
- Interpreting and summarising the patient order spreadsheet to produce the correct quantity and quality of meals

Cleaning

- Work in a clean and efficient manner at all times
- Use of industrial cleaning equipment and chemicals adhering to all Health and Safety and COSHH regulations
- Removing dirty items from workstation area to wash room on a regular basis throughout the day
- Cleaning of workstation area periodically throughout the day
- Cleaning small equipment items as and when required throughout the day e.g.- knives, chopping boards etc.
- Completing daily paperwork in line with HACCAP
- Keeping equipment in good clean working order for the next person to use

General

- Completing any other tasks as requested by Team Leader or Manager within reason
- Attend training as required
- Participate in team meetings and action any points raised
- Responsible for accurate completion of own time sheets at the end of the month
- Reporting any faulty items or dangerous equipment to Team Leader as you find them

6. SYSTEMS AND EQUIPMENT

- Understanding the daily business for the hospital operation
- Use of dangerous equipment i.e. slicing machine, robot coupe, stick blender, steamer, fryer microwave, stoves, ovens, and knives
- Understand correct procedures for using and cleaning of all machinery in the kitchen
- Undertake training for all machinery
- Ensuring and monitoring the correct use of all cleaning equipment and chemicals

- Interpreting and summarising the patient order spreadsheet to produce the correct quantity and quality of meals

7. DECISIONS AND JUDGEMENTS

- Supervision applied approximately 50% of the working day, on average
- Prioritising the work schedule if a supervisor is not present
- Ability to know if food is cooked correctly
- Ability to use own initiative in the food production process in the absence of a chef de partie
- The ability ask a senior member of the kitchen for guidance to complete task when not confident in getting the correct end result

8. COMMUNICATIONS AND RELATIONSHIPS

- Be able to communicate well with other members of the kitchen production team
- Ability to communicate with all other members of the catering department
- Good customer facing communications
- Ability to interact at team meetings
- Good communications with senior members of the hospital where necessary
- Communicate with nursing staff, dieticians and occasionally patients at ward level
- Ability to communicate with all other staff members within the hospital

9. PHYSICAL DEMANDS OF THE JOB

- Lifting heavy and hot pots and pans from approx. 6 kilos to 15 kilos
- Able to be on the move for approx. 8 hours or more per shift
- Correct moving and handling of equipment
- Working in extreme heat condition for up to approx. 4 hours at any given time
- Working in extreme cold condition for approx. up to 4 hours at any given time
- Moving of heavy equipment up to 50 kilos
- High concentration levels up to 8 hours
- Lifting heavy equipment
- Putting foodstuffs in fridges/freezers and stores weighing approx. 6 to 15 kilos

10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB

- Working in extreme heat for up to 4 hours at any one time
- Working in cold condition for up to 4 hours at any one time
- Learning to prepare more than one dish at any one time using different cooking methods and different lengths of cooking times to meet service times
- Learning to cope with the different levels of business within the department

11. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB

Essential Qualifications

Knowledge

- Ability to work with people as part of a team
- Effective verbal communication skills
- Ability to work under pressure at times
- Ability to meet physical demands of job role
- Ability to carry out tasks assigned effectively in a demanding and busy environment
- Understanding of routine within the Kitchen area and tight timescales and the impact of not delivering the service within these
- IT skills – no formal qualification required, in house training available
- Must have standard grade English and Arithmetic
- Must have previous customer service experience
- Must have previous experience of working in a similar catering environment
- Must be able to be flexible and adaptable
- 5 over 7 days - weekend and evenings

Training

- Initial departmental Training
- Completion of departmental service levels
- Ongoing training to meet changes in H&S, Food Safety, Moving and Handling, Infection Control – some of which may be required out with your normal working day
- Elementary Food Hygiene – within 3 months if a candidate does not have one, and every 3 years thereafter
- COSHH related training relevant to department to give basic understanding
- Knowledge of departmental quality systems
- Ability to perform all duties/tasks throughout catering department
- In house IT training
- City and Guilds 706/1 or equivalent would be desirable
- Training may take a minimum of 4 weeks to complete, depending on experience

12. JOB DESCRIPTION AGREEMENT

A separate job description will need to be signed off by each jobholder to whom the job description applies.

Job Holder's Signature:

Date:

Head of Department Signature:

Date:

NHS Golden Jubilee Terms and Conditions of Service

The terms and conditions applicable to this post are those of all NHS Scotland Employees.

1. Superannuation

You have the option to join the NHS Superannuation Scheme, to participate in the State Earnings Related Pension Scheme or to take out a Personal Pension.

Employees contributions to the NHS Scheme range from to 5.2% to 14.7% of salary (depending on rate of Pensionable Pay) and the employers' contribution equates to 13.5% of salary. Employees in the NHS Scheme are "Contracted-out" of the State Earnings Related Pension Scheme and pay a lower rate of National Insurance contributions. Employees who choose to participate in the State Earnings Related Pension Scheme pay the higher rate of National Insurance contribution. A Stakeholder Pension is also available.

2. Salary

£25,694 to £27,900 pro rata

3. Grade

This post is offered at Band 2

4. Annual Leave

The annual leave entitlement in a full year commencing 1st April to 31st March is 27 days, rising to 29 days after 5 years' service and 33 days after 10 years' service. There are 8 Statutory and Public Holidays in each leave year. (Pro rata where applicable)

5. Hours of Duty

37 hours per week

6. Tenure of Employment

This post is offered on a permanent basis

7. Asylum and Immigration Act 1996

Under the Asylum and Immigration Act 1996, we are required to carry out checks to ensure that all prospective employees are entitled to live and work in the United Kingdom. You will therefore be asked to provide appropriate documentation prior to any appointment being made.

NHS Golden Jubilee Benefits

NHS Superannuation scheme:

Employees' contributions to the NHS Scheme range from 5.7% to 13.7% of salary (depending on rate of Pensionable Pay) and the employer's contribution currently equates to 20.9% of salary.

New entrants to NHS Golden Jubilee who are aged sixteen but under seventy-five will be enrolled automatically into membership of the NHS Pension Scheme. Employee contributions vary from 5.7% to 13.7% depending on annual pensionable pay. Benefits include a pension when you retire, death in service benefits of 2 years' pay, pension and allowances for your spouse and children in the event of your death, and benefits for ill-health retirement.

Our pension scheme is provided by Scottish Public Pensions Agency. This scheme is a qualifying pension scheme, which means it meets or exceeds the government's new standards. All benefits including life insurance and family benefits are explained on the SPPA website <http://www.sppa.gov.uk/>

Annual leave entitlement (including public holidays):

35 days' annual leave on appointment

37 days' annual leave after 5 years

41 days' annual leave after 10 years

Free car parking

Continuing professional development opportunities

Discounts at the Golden Jubilee Conference Hotel

- **Leisure Club membership** – Get fit and healthy at the Centre for Health and Wellbeing with a discounted membership rate of £25 per month.
- **Discounted Room Rates** - Rooms rates discounted subject to specific conditions
- **Discounted Dining** - 20% off food and beverage when dining in the hotel.
- **Golden Bistro (Hospital Restaurant)** - Discounted food in our award winning hospital restaurant.

NHS Staff Benefits

As a staff member in NHS Golden Jubilee, you will have access to a wide variety of offers and discounts from local and national businesses using your NHS ID badge. For more information and to view these discounts, visit www.nhsstaffbenefits.co.uk - new offers are added on a weekly basis.