

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: Gordon James

Recruitment line: 0800 0283 666

Dear Candidate,

POST: Commis Chef

HOURS: 37 hours per week

BAND: Band 2

SALARY: £24,647 - £26,763 per annum

CLOSING DATE: 25th November 2024

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 circular stamp.

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"> Basic food entry level certificate Elementary food hygiene certificate or willingness to work towards 	AF AF		
Experience	<ul style="list-style-type: none"> Able to work as part of a team Ability to work under pressure Ability to meet physical demands of job role 	SP	<ul style="list-style-type: none"> Relevant college experience or a willingness to learn on the job 	AF/S P
Skills and Knowledge	<ul style="list-style-type: none"> Good communication skills both verbal and written Ability to carry out tasks assigned effectively in a demanding and busy environment. 	AF/SP	<ul style="list-style-type: none"> Knowledge of HACCP procedures 	AF/S P
Personal Attributes	<ul style="list-style-type: none"> Willingness to learn and develop personal ideas Enthusiasm for food Ability to work evenings and weekends 	AF/SP		

	Essential Criteria		Desirable Criteria	
	Criteria	AF / SP	Criteria	AF / SP
Other Requirements	<ul style="list-style-type: none"> • Ability work to 5 days over 7 • Understanding of various shifts 	AF AF		

Job Description

1. JOB IDENTIFICATION

Job Title Commis Chef

Department(s): Kitchen

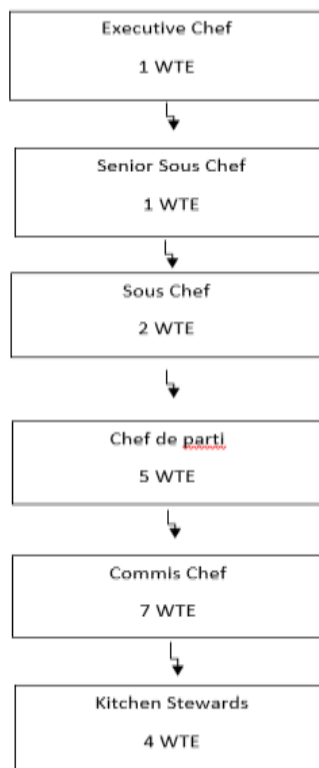
Job Holder Reference: 200189

No of Job Holders : 1

2. JOB PURPOSE

To work in all areas of the kitchen with other members of the kitchen brigade as part of a team. Working closely with all departments within the hotel to create an efficient team and to ensure there is a good working environment within the kitchen. Maintain food service within the kitchen to standards set by the executive chef, senior sous chef and chef de parti.

3. ORGANISATIONAL POSITION



4. SCOPE AND RANGE

- To undertake tasks directed from a chef de partie senior members of the kitchen for food production within the hotel
- Pass on instructions to the Commis chefs of tasks that need completed for service
- Ability to take control of small conference lunches and group dinners

5. MAIN DUTIES/RESPONSIBILITIES

- Ensure time keeping is punctual
- Assist the executive chef and sous chefs in cost control and food waste reduction
- Respect all foodstuffs, kitchen equipment and utensils
- Responsible for the up keep of own Mandatory training
- Responsible for ensuring kitchen area and prep area clean and tidy at all times and complying with departmental covid 19 procedures
- Work as part of the kitchen brigade
- Maintain highest level of personal hygiene
- Highest level of standards, comply with health and safety regulations
- Ensure personal hygiene and uniforms are to the standard set by the executive chef and senior members of staff at all times
- Continually take notes to help learning process
- Work in a safe and hygienic manner at all times
- Ability to look at function sheets to determine what needs ordered for following day weeks functions
- Ensuring our green policy standards are adhered too at all times

6. SYSTEMS AND EQUIPMENT

- Use of dangerous machinery (i.e. slicing machine, steamers, robot coupe, stick blender salamanders, ovens, cookers, microwave and deep fat fryer)
- Ability to use vacuum packers
- Use self-cooking ovens
- Develop an understanding of the daily business sheet for the hotels operation

7. DECISIONS AND JUDGEMENTS

- Ability to decide if food is cooked correctly
- Ability to use own initiative in the food production process in the absence of a chef de partie and the ability to ask a senior member of the kitchen brigade
- Reporting any health and safety matters to senior members of staff

8. COMMUNICATIONS AND RELATIONSHIPS

- Be able to communicate with other members of the kitchen brigade

- Able to communicate with the food and beverage department

9. PHYSICAL DEMANDS OF THE JOB

- Lifting heavy and hot pots and pans from 6 kilos to 15 kilos
- Able to be on the move for up to 8 hours
- Working in hot and cold conditions for periods of a time
- Working at high level of concentration all times

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 1 hour
- 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 hotel
- Adapt in working methods at short notice

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

- Elementary food hygiene certificate
- Haccap
- Working as part of a team

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

£24,647 - £26,763 per annum

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.

