



## Job Vacancy Information Pack

### Post: Commis Chef

**Job Reference: EX483 (please quote on application form)**

This pack contains all the information you need to know when applying for a vacancy at Yorkshire Wildlife Park, included in the sections below:

1. Important Information
  - Useful information about the recruitment process, equal opportunities, company & departmental information.
2. How to apply
  - Accepted methods of application and how to submit.
3. Application form
  - Yorkshire Wildlife Park encourages green practices. Please reduce your ecological footprint by completing the form electronically and returning via email.
4. Job Description
  - A breakdown of the vacancy and what is expected from the successful applicant.
5. Job and Person Specification
  - A list of essential and desirable criteria for the post.

## Important Information

### The Organisation

Thank you for your interest in our advertised vacancy. Since its opening in 2009, Yorkshire Wildlife Park, subsidiary of Wild Life Group Limited, has evolved to become the UK's number 1 on-foot safari. We feature walkthrough exhibits that take our guests directly into the world of the animals. A dynamic centre for conservation and welfare, the park currently has around 558 animals across 58 different species.

Yorkshire Wildlife Park's £50 million expansion strategy will see a 150-acre expansion of the existing site. This will include new animal reserves, lakes and landscaping and a visitor support hub with restaurants and a destination hotel.

### Equal Opportunities

Yorkshire Wildlife Park is committed to equal opportunities in all aspects of recruitment and employment.



Job descriptions and person specifications define the qualification, experience and other skills required for the post and will only include those factors which are necessary and justifiable on objective criteria for the satisfactory performance of the job.

As part of our commitment to equal opportunities we are monitoring job applications for equality purposes. To help us in our endeavours we ask you to complete an equal opportunity monitoring form at the end of the job application form. The equal opportunity monitoring form will be detached from your application form, stored separately and used solely to provide statistics for monitoring purposes.

### **Yorkshire Wildlife Park's Mission Statement**

To create a dynamic, interactive experience and regional centre of excellence for the conservation of biodiversity globally and locally that is sustainable both for the environment and the business. To promote a wider understanding of the natural world and inspire generations to support and protect the world around them.

### **Hospitality at Yorkshire Wildlife Park & The Yorkshire Hive**

Hosting a wide array of eateries, ranging from takeaway outlets and ice cream kiosks to themed and fine dining, there is a role that suits everyone within our diverse and energetic hospitality team. The team work in a dynamic and fast paced environment to provide the very best food and beverage experience for our guests.

### **Use of Curriculum Vitae (CVs)**

Our policy is to recruit and employ our employees on the basis of their suitability for the vacancy.

An application form allows us to compare individuals based on the same criteria and as such we do not accept a CV unless it is accompanied by a fully completed application form.

### **Shortlisting**

To ensure that the people we employ are matched to the role and our business aims we operate a robust shortlisting procedure which involves a two-stage interview process. Candidates should ensure before they apply for a position with YWP, that as a minimum they meet the essential criteria outlined in the person specification.

Due to the volume of applications we receive, it is our policy not to inform candidates who have not been shortlisted to interview stage. If you do not hear from us within one month of the closing date, we will have decided not to take your application any further.



### **Pre- employment Checks**

All offers of employment are made subject to the following criteria:

Proof of eligibility to work in the UK and two satisfactory references.

### **How to Apply**

All applicants are required to fully complete the YWP application form in order to be considered for any vacancy. You should refer to the person specification when completing Section 5 of the application form as this is the criteria we use to measure you against.

Complete application forms should be returned to the HR Department by midnight of the closing date specified. Late applications will not be accepted under any circumstance.

Yorkshire Wildlife Park promotes green practices, please support us in our endeavours by completing the application form electronically and returning via email.

A CV can be used as a supportive document to the application form but cannot be used to replace any part of the application form. Applicants who have used their CV to replace parts of the application form will have their application rejected.

Complete application forms should be returned to the HR Department via email to

[recruitment@yorkshirewildlifepark.com](mailto:recruitment@yorkshirewildlifepark.com)

### **Application Form**

The YWP application form is available to download from the vacancies page of our website in pdf and word format.



## Job Description

**Job Title:** Commis Chef  
**Reporting to:** Kitchen Manager  
**Department:** Catering at Yorkshire Wildlife Park and The Hive

### Primary Responsibilities

To prepare ingredients and to assist with producing quality fresh food. To ensure that exemplary standards of food hygiene and presentation are consistently demonstrated. Adhere to instructions issued by the Kitchen Manager or Supervisor at all times.

### Key Work Objectives

- Adhere to food hygiene regulations and health and safety at all times.
- Responsible for food preparation, cooking and presentation for both daily sales and organised functions.
- Responsible for ensuring equipment and utensils used are cleaned in line with protocol to an exemplary standard.
- Maintain a safe and hygienic working environment including the appropriate storage of food, equipment and utensils.
- Ensure food that is to be stored is labelled and rotated correctly and sufficient stock levels are in place.
- Ensure food that is to be wasted is recorded properly and disposed of correctly.
- Ensure the kitchen areas are cleaned, sanitized and disinfected in accordance with protocol.
- Responsible for accepting deliveries, checking the order is correct and putting stock away.

### General

- Maintain the highest levels of professionalism, service and personal appearance at all times.
- To be responsible, along with other staff members, for compliance with health and safety regulations for staff and visitors.
- Undertake any other reasonable duties which may be requested of you by the management team.



## Job Specification

<b>Job Title:</b>	Commis Chef
<b>Reporting to:</b>	Kitchen Manager
<b>Working Hours:</b>	There are a range of contracts available up to 40 hours per week. Working hours will be scheduled in accordance with business requirements and will include weekends, bank holidays and evening work. Flexible working arrangements/ variable shifts patterns and job sharing will be considered in line with business requirements.
<b>Hourly Rate:</b>	£10.52 gross
<b>Contract:</b>	Permanent (subject to the successful completion of a probationary period)
<b>Purpose of role:</b>	To prepare and produce a fresh, quality and professional food and dessert offering.

### **Main Duties & Responsibilities:**

- Duties will involve any of the following; food preparation and storage, use of fryers and ovens, cooking, assembling of menu items, stock rotation and labelling, cleaning of equipment and utensils, cleaning of the kitchen.
- Comply with protocols and procedures to ensure the smooth running of the cafe.
- Ensure compliance with health and safety and food hygiene standards at all times.

### **Candidate:**

- Able to work under pressure and to a tight schedule.
- Excellent interpersonal skills with a flexible approach to work.
- Must be a team player with the ability to multi-task.
- Ability to communicate effectively.
- Acute eye for detail and presentation.
- Flexible attitude to working hours.

**Start Date:** As soon as possible

**Closing date for applications:** Sunday 24<sup>th</sup> July 2022



## Person Specification

**Job Title: Commis Chef**

Assessment Criteria	Essential (E) Desirable (D)
<b>Experience</b>	
Previous experience working in a Chef role	D
Basic understanding of health and safety requirements	D
Experience of working as part of a team	D
<b>Skills/ Abilities</b>	
Excellent communication skills	E
Excellent food presentation skills	D
Ability to work under pressure and to tight deadlines	E
<b>Knowledge</b>	
Safe working practices	D
Menu development	D
Dietary and ethnic understanding	D
<b>Qualifications</b>	
Level 2 Food Safety Award	D