

PLACEMENT ROLE DESCRIPTION

A placement role description shows the student what their job role is while they are working with you.

It outlines what they will do and what their responsibilities are. It tells supervisors and other people in the business what the student's job involves. It also helps the provider choose the right student for the placement.

It's advisable to write a placement role description for each student, which links to the development objectives and learning goals agreed with the student and their college or school. A few tips are given below followed by guidance on what the role description should cover.

TIPS

- Use straightforward language and avoid jargon
- Tell the student clearly what they will be doing
- Include the organisation's name, address, website and contact details



WHAT SHOULD IT COVER?

THE ORGANISATION

Short description of the organisation and what it does (core activities). Brief statement of your values and mission – could come from your website or recruitment materials. Anything else about the working environment which might help bring it to life for the student.

ROLE AND KEY RESPONSIBILITIES

- Title of the role
- Short description of what it involves
- List of key responsibilities
- Job title of their supervisor – the person they will be working with most closely during the placement
- Extra information for the student, e.g. what a typical working day is like

STUDENT SPECIFICATION

Prepare a short description of the key things you're looking for in the student. This could include technical skills, personal attributes and desirable behaviours suiting the role and organisational culture.

CATERING AND HOSPITALITY

T LEVEL: CATERING

ROLE: COMMIS CHEF

ROLE AND KEY RESPONSIBILITIES

- Assist with the food preparation in an effective efficient and productive manner, following instructions received and under the guidance from senior chefs.
- Food Production - Assist in the preparation of mis-en-place before, and dishes during service - in a timely manner, and to the agreed standards
- Communicate any problem that can affect the smooth running of the kitchen to the supervising chef – this can relate to outstanding work, deadlines, accidents, defective equipment or non-co-operation for example.
- Health and Safety - Keep all working areas of the kitchen in clean, hygienic and safe condition, following the health and safety procedures.
- Receive, check and store goods to the expected standard to avoid waste and aid controls to prevent theft.
- To follow all company policy and procedures.
- Other - Performs other related tasks as assigned by management.
- Complies with the Group policies and procedures.

ABOUT THE ORGANISATION

Company ZZ is a leading global lodging company with more than xxx properties in yy countries and territories; founded by xxx and guided by family leadership for nearly 90 years.

STUDENT SPECIFICATION:

- able to demonstrate competent technique and cooking skills relevant to experience
- ability to work under pressure in a busy environment
- able to demonstrate passion, enthusiasm and reliability
- skills and knowledge
- strong communication skills (verbal, listening, writing)
- innovative
- pro-active and reliable
- able to work alone, and within a team
- good level of English essential
- Level 1 Food Safety certification preferred but not essential