

National Occupational Standards

Sector: Hospitality and Tourism

Occupation: Commis Chef

MQF Level: 2

Units:

- CDP 201- Health and safety at the workplace
- CDP 202: Preparation of area, equipment and items for food preparation and service
- CDP 203: Food preparation, production, presentation and setup
- CDP 205: Post service cleaning and clearing of service areas
- CDP 206: Work Ethics

CDP 201- Health and safety at the workplace

This unit lists the knowledge and skills needed by a person holding this position to carry out work in compliance with health and safety requirements. Upon completion of the unit, the persons carrying out this work will possess the necessary knowledge and skills to follow health and safety procedures which ensure that their actions do not create health and safety risks to self or others.

Performance Criteria

The candidate must have the necessary knowledge and skills to:

1. Carry out safe working practices according to the workplace health and safety regulations
2. Use tools, equipment, materials and ingredients in an appropriate manner and according to instructions to prevent damage to the work areas
3. Follow health and safety regulations for storing materials and equipment
4. Use protective clothing and safety equipment to accomplish tasks upon instruction
5. Follow correct procedures in the event of hazards or injury

Required Knowledge

The Level 2 Commis Chef must know and state:

1. Their roles and responsibilities under the Health and Safety Act as amended by Act XXXII of 2007 and Legal Notice 426 of 2007
2. Their individual legal responsibilities (as per the legal notice 293 of 2016, with particular interest in S.L. 424.30.)
3. Health concerns associated with the workplace and safe practices when carrying out work
4. Potential hazards at the place of work (such as electricity, slippery surfaces, contaminants, irritants, fire, heights, and improper use of tools and equipment)
5. The importance of being alert to the presence of hazards at the place of work
6. The health and safety risks associated with their role regarding tools, materials, ingredients, and equipment
7. Any toxic effect of materials and ingredients used
8. The workplace instructions and policies for protecting work areas and equipment from damage
9. The necessary personal safety precautions including the use of protective clothing and equipment
10. The procedures for dealing with potential hazardous material in the place of work

11. Emergency procedures in the workplace
12. The first aid facilities that exist within work area
13. Contact details of responsible persons to whom to report health and safety matters

Required Skills

The Level 2 Commis Chef must be able to follow instructions to :

1. Comply with duties and obligations defined in the Health and Safety Act as amended by Act XXXII of 2007 and Legal Notice 426 of 2007
2. Work under supervision according to Health and Safety regulations and other relevant regulations that apply on the job
3. Follow work production and service processes
4. Comply with safety signs displayed at the workplace
5. Follow workplace policies for the safe use, maintenance and storage of tools and equipment
6. Protect work areas from damage and perform work functions without damaging work areas
7. Use the appropriate protective clothing
8. Recognize any hazards or hazardous materials at the workplace
9. Report hazards and risks to relevant persons
10. Recognize emergency situations and report immediately to superiors
11. Contact relevant authorities in case of emergency

CDP 202: Preparation of area, equipment and items for food preparation and service

This unit lists the knowledge and skills needed by a person holding this position to carry out work related to the preparation of back of house areas used for food preparation. Upon completion of the unit, the persons carrying out this work will possess the necessary knowledge and skills to prepare, clean and clear areas and equipment prior to conducting any food preparation for service.

Performance Criteria

The candidate must have the necessary knowledge and skills to:

1. Prepare work areas for service upon and according to instructions
2. Prepare the cooking equipment for use prior to service according to instructions
3. Prepare a supply of clean and undamaged working items following instructions

Required Knowledge

The Level 2 Commis Chef must know and state:

1. The basic service types and functions
2. How to work according to the “*clean as you go*” concept
3. The importance of maintaining good hygiene practices in the work and service areas
4. The colour coding of waste separation bins
5. The adequate uses of the basic cooking tools, equipment and products relevant to the different types of service
6. The colour coding of chopping boards

Required Skills

The Level 2 Commis Chef must be able to follow instructions to:

1. Clean the food service and working areas
2. Separate and dispose of waste in an appropriate manner
3. Clean and set up service and work areas
4. Clean consumables, tools and equipment
5. Set up tools, equipment, materials and ingredients before service
6. Check following instructions whether the equipment needed for service are in good running order

CDP 203: Food preparation, production, presentation and setup

This unit lists the knowledge and skills needed by a person holding this position to carry out work related to the food preparation, production, presentation and setup. Upon completion of the unit, the persons carrying out this work will possess the necessary knowledge and skills to apply the correct procedures for preparation, production and presentation of food items for *à la carte* and/or buffet menu according to workplace standards and recipes.

Performance Criteria

The candidate must have the necessary knowledge and skills to:

1. Assist in preparing dishes within own working station by performing basic cooking functions
2. Perform functions in accordance to workplace recipes, menus and standards
3. Handle correctly kitchen equipment and cooking tools

Required Knowledge

The Level 2 Commis Chef must know and state:

1. The basic ingredients used to prepare the station dishes and ways to handle them
2. Basic recipes needed to prepare station dishes
3. Main hot and cold techniques for pre processing raw materials
4. Workplace standards for preparing and cooking dishes
5. Functions of different equipment and tools needed to prepare food in one's station

Required Skills

The Level 2 Commis chef must be able to follow instructions to:

1. Assist in daily food preparations related to own station
2. Measure ingredients and size portions in preparation for more advanced cooking procedures
3. Prepare raw material for cooking through basic cold pre processing techniques (sorting, washing, peeling, chopping, marinating...)
4. Prepare raw material for cooking through basic hot pre processing techniques (boiling, frying, grilling...)
5. Adhere to cooking and food preparation procedures according to health and safety regulations and other workplace standards
6. Use tools and equipment correctly for specific tasks

CDP 205: Post service cleaning and clearing of service areas

This unit lists the knowledge and skills needed by a person holding this position to carry out post service cleaning and clearing of service areas. Upon completion of the unit, the persons carrying out this work will be able to identify and apply the correct procedures for clearing up and reorganizing the workplace after completion of food service.

Performance Criteria

The candidate must have the necessary knowledge and skills to:

1. Clear up, clean, and tidy up the work station
2. Reorganize the work station correctly following workplace procedures
3. Dispose of the leftovers, garbage and unwanted items in an appropriate manner

Required Knowledge

The Level 2 Commis Chef must know and state:

1. Procedures for cleaning the basic tools and equipment after service when applicable
2. The workplace procedures for storing food items
3. How to dispose of waste generated
4. The appropriate cleaning chemicals for different surfaces

Required Skills

The Level 2 Commis Chef must be able to follow instructions to:

1. Use correct cleaning techniques to clean the tools and equipment when applicable
2. Clean and clear cooking areas following service
3. Carry out restocking and setting up of food items
4. Cover and store food items
5. Use the appropriate cleaning materials and equipment following workplace requirements
6. Take appropriate precautions when cleaning up equipment and tools
7. Dispose of waste in an appropriate manner

CDP 206- Work Ethics

This unit lists the knowledge and skills needed by a person holding this position to carry out work in an ethical and professional manner. This unit covers work ethics related to relations with customers and colleagues.

Performance Criteria

The candidate must have the necessary knowledge and skills to:

1. Maintain a professional and courteous attitude with customers
2. Maintain a harmonious team work environment with colleagues
3. Respect work obligations

Required Knowledge

The Level 2 Commis Chef must know and state:

1. The meaning of a customer centric business
2. The importance of working within a team ethos
3. The rules and regulations of the workplace
4. Own duties, functions and responsibilities

Required Skills

The Level 2 Commis Chef must be able to :

1. Value customers and colleagues by adopting a professional and courteous attitude
2. Address clients and colleagues in a professional manner at all times during service while showing awareness of cultural diversity
3. Maintain a positive ethos during the execution of the service tasks
4. Carry out tasks effectively and efficiently under supervision and according to instructions
5. Attend work on a timely and presentable manner wearing clean and appropriate clothing according the workplace standards
6. Respect and follow superiors' instructions