



**BORD OIDEACHAIS AGUS OILIÚNA CHIARRAÍ  
KERRY EDUCATION AND TRAINING BOARD**

## **Job Description**

Title:	Instructor – Commis Chef Apprenticeship
Grade:	Career Grade
Reporting To:	Assistant Manager
Function of Job:	To deliver professional training for all aspects of the Standards Based Commis Chef Apprenticeship to the prescribed standards and in accordance with the relevant syllabus.
Work Location:	Centres of initial assignment Kenmare, Co. Kerry & Tralee, Co. Kerry

### **Duties and Responsibilities**

- Instruct the apprentices in all aspects of the standards based apprenticeship i.e. practical skills, personal skills, relevant hygiene and science, related knowledge and hazards, to the prescribed standard and in accordance with the relevant syllabus.
- Prepare lesson plans, course notes, presentational material and handouts as appropriate.
- Devise, schedule, conduct, correct and mark assessments/tests/assignments in accordance with the relevant assessment programmes and carry out associated administrative tasks as per Kerry ETB QA Policy.
- Provide appropriate additional instruction and schedule, conduct, correct and mark repeat assessments in accordance with the prescribed referral procedure.
- Visit and monitor apprenticeship employers and apprentices during on the job modules.
- Provide mentoring and coaching to apprenticeship employers and apprentices during on the job modules.

- Maintain prescribed course records.
- Supervise apprentices and ensure that correct, quality standards and safety procedures are observed.
- Supervise apprentices in respect of their timekeeping, attendance, behaviour and application.
- Prepare and issue progress reports to the employer in respect of apprenticeship.
- Ensure adequate security of tools, equipment, machines and materials located in the training area.
- Ensure that equipment and machines are maintained in accordance with the manufacturers recommended maintenance schedule.
- Plan and ensure the timely delivery of all course material and non-capital tools and equipment.
- Raise requests for the purchase and supply of course material and non-capital tools and equipment.
- Ensure that course materials are used in an economical and cost effective manner.
- Use new technology as appropriate to assist in delivering and administering training.
- Maintain and monitor the HACCP system set in place.
- To manage the running of kitchen and the associated areas and keep the high standards expected.
- To operate and clean equipment correctly and safely adhering to cleaning and maintenance schedules.
- Monitor stock rotation, check and log deliveries / returns.
- Ensure that the waste management system is followed.
- Undertake any and all such other duties as may be assigned by line management from time to time.
- The successful applicant will be required to engage with and contribute to the apprenticeship's community of practice, programme board and Consortium Steering Group as requested.



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**PERSON SPECIFICATION**

**Job Title: Instructor – Commis Chef Apprenticeship**

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<p><b>MOTIVATION:</b> Knowledge of Post / Organisation</p> <p>Personal Motivation</p> <p>Work-related Achievements.</p>	<p>Have knowledge of the national developments relating to apprenticeship, learning and qualifications.</p> <p>Have sufficient confidence in his/her ability to transfer the skills of the occupation as specified in the relevant curriculum/programme specification.</p> <p>Proven record of achievement.</p>	<p>Have knowledge of modern training methods.</p> <p>Ability to work as part of a team.</p> <p>Previous training experience.</p>
<p><b>WORK EXPERIENCE</b> Specify particular experience / skills required.</p>	<p>Minimum 5 years post apprenticeship / qualification experience in the relevant occupation/trade.</p> <p>Strong knowledge of and demonstrable experience of working in the restaurant / hotel hospitality industry.</p> <p>Knowledge of current health &amp; safety legislation and regulations within the industry.</p>	<p>Instructing experience with a level 6 (national diploma) or higher, education and training qualification.</p>
<p><b>COMMUNICATIONS INTERPERSONAL SKILLS:</b> Verbal / presentation skills</p> <p>Administrative, record maintenance and assessment skills</p>	<p>Articulate, with the ability to communicate the relevant course information in a manner designed to motivate the learner.</p> <p>Experienced in work related administrative skills (e.g.</p>	<p>To display experience in using these skills.</p> <p>Experience in administrative skills and IT Systems.</p>

