Chef de Partie

Candidate information pack
January 2024
Overview of St John’s College, Cambridge

An inspiring place in which to work

For over 500 years, St John’s College has flourished as an independent and self-determining academic community, whose purposes are education, religion, learning and research, and which approaches its mission with an unwavering commitment to intellectual freedom and integrity. We are committed to sustaining and enhancing the College’s global renown for scholarship across a wide range of disciplines, and we aspire to be regarded as a beacon of academic excellence. St John’s is one of the largest and most widely known of the 31 constituent colleges in the University of Cambridge, which is consistently ranked amongst the top five universities in the world.

This is a friendly, warm, and welcoming place. The College is held in deep affection by its members, who include around 155 Fellows, about 550 undergraduate and 300+ postgraduate students, some 13,000 alumni worldwide, and by our 250 staff. Our community is a tolerant, inclusive, caring, respectful meritocracy, with genuine joie de vivre. We cherish the diversity of experience, culture, and perspective in members of the College, and the way this enriches our learning and our lives. We seek to balance how we fulfil our purposes today with our stewardship responsibilities for future generations in the College, and for the wellbeing of our planet.
Catering Department Organisation Chart
Job Description

Principal Responsibilities

Food Preparation and Cooking
To ensure that the production of high quality meals is achieved in a timely manner and to agreed specifications the post holder will:
- Prepare all mise en place required to the expected standard
- Cook all dishes to the specified temperature and standard.
- Be creative and assist with menu development.
- Monitor and advise service staff on portion sizes, keep stock levels to a minimum and advise when items need reordering, while controlling wastage of food.
- Choose appropriate ingredients for the recipe, and cook appropriate quantities for Buttery service and to suit volume of guests for other dining areas.

Health and Safety/Food Safety
To maintain a safe environment for staff and a safe product for customers the post holder will:
- Work safely, lead by example, and report any illness.
- Monitor the performance and maintenance of cleaning schedules within his/her section and ensure kitchen hygiene is upheld
- Ensure all HACCP and health and safety procedures are followed within the kitchen, including recording cooking temperatures.
- Follow the Allergy Policy for the department.
- Keep Food Safety Certification up to date.

Food Service
The post holder is required to carve in the Buttery dining room and Combination on occasion and serve on barbecues for summer functions.
• This list includes the principal accountabilities of the role but is not exhaustive. Other relevant duties may be specified by the Head Chef from time to time

**Person Specification**

Set out below are the qualifications, experience, skills and knowledge that are the minimum essential requirements for the role or are desirable additional attributes.

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<thead>
<tr>
<th>Qualifications, Knowledge and Experience</th>
<th>Essential</th>
<th>Desirable</th>
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<td>• Trained to NVQ3, City &amp; Guilds 706/1, 706/2, 706/3 or equivalent.</td>
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<td>• Previous relevant experience within a high-class establishment.</td>
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<td>• Intermediate Food Hygiene Certificate.</td>
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<td>• Knowledge of Allergy Regulations.</td>
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<td>• Basic knowledge of HACCP principles.</td>
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<td>• Basic knowledge of COSHH regulations.</td>
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| Skills, Abilities and Competencies:      | • A high standard of personal hygiene                                 |           |
|                                         | • An attention to detail                                               |           |
|                                         | • Good communication skills                                            |           |
|                                         | • A positive attitude towards work, colleagues, and customers          |           |
Terms and Conditions

Length of post: Permanent

Salary: The salary for the post will be between £27,401.10 - £29,724.42 p.a. (depending on experience) with an enhancement ranging between £610.85– £662.65 plus other benefits

Hours of work: 39.25 hours per week

Location: The role is based St John’s College in Cambridge

Contractual benefits include:

- Membership of a Defined Contribution Pension Scheme after a qualifying period
- Additional Christmas salary payment
- Annual leave of 36 working days (inclusive of Bank Holidays)

Other benefits include:

- Free lunch in the College’s Buttery Dining Room (subject to a monetary limit)
- Access to a ‘cash plan’ healthcare scheme currently provided by Simplyhealth which provides some financial assistance towards the cost of everyday health expenses such as sight tests or dental check-ups after a qualifying period
- Free car parking close to the College (subject to availability)
- Free use of an on-site Gym
- Free life cover

The appointment will be subject to an initial probationary period of six months during which the appointment may be terminated by one week’s notice on either side. Following the successful completion of the probationary period, the period of notice is one month on either side.
Recruitment Process

Please include in your application:

- A completed application form;
- A brief covering letter summarising why you believe yourself to be suitable for the role and why the role appeals to you;
- A full c.v.

Applications should be sent:

by email to: recruitment@joh.cam.ac.uk
or by post to: HR Department, St John’s College, Cambridge, CB2 1TP

to arrive no later than 9.00 am on Friday 9 February 2024.

In applying for this role, you will provide personal data which the College will process in accordance with its data protection obligations and its Data Protection Policy. Please see attached for a copy of our Data Protection Statement for further information about how we process your personal data.