



ST JOHN'S COLLEGE
UNIVERSITY OF CAMBRIDGE

Further Particulars for the post of Chef de Partie

April 2025



About the College

St. John's College is one of the largest of the University of Cambridge's 31 colleges. Colleges are where students live, eat and socialise, and receive small group teaching sessions. St John's has about 900 students, 160 Fellows (that is, resident academics who teach and research), and about 250 staff.

The buildings and grounds of St John's are a magnificent environment in which to work, but it is the people of St John's who give the place its unique identity. Diversity, independence and intellectual excellence make it a dynamic place in which people can thrive. Read more about St John's on the College's website: www.joh.cam.ac.uk.

Background

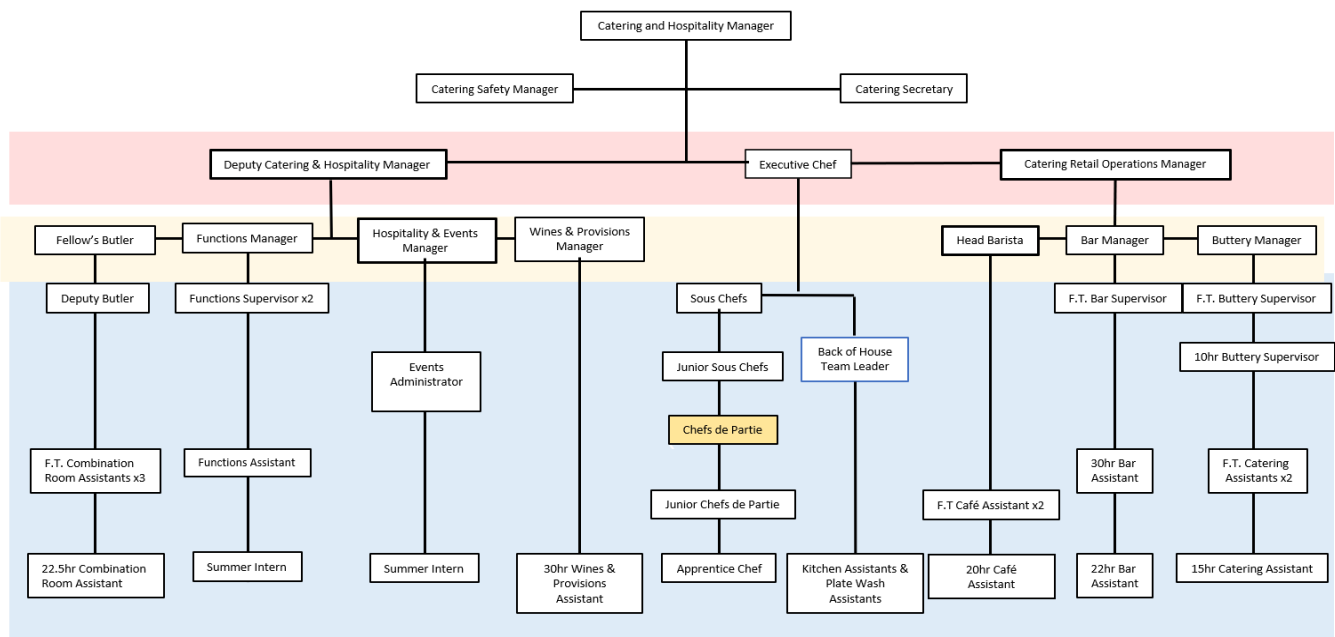
Fundamental to the College ethos is the sense of community. The food and beverage offer plays an essential part in bringing College members and their guests together whether that is in the daily fare of the College buttery dining room, the experience of fine dining in Formal Halls or at College celebrations e.g. College Graduation and the May Ball or the conviviality of the College bar and the new College café which are due to open in September 2022. In addition, events are regularly run for prospective applicants and for alumni and many involve both formal and informal dining.

Eating in the historic surrounds of the College is a special experience and St John's is proud of its reputation as a quality dining destination. When College events permit, the fine dining facilities and events spaces are available to external customers and the College runs a significant number of dinners, receptions and conferences for other University academics and Departments and for other commercial customers.



The Catering & Hospitality Department Organisational Chart

CATERING & HOSPITALITY ORGANISATIONAL CHART



Key:

- Catering Senior Management
- Catering Line Management
- Operational Delivery Team
- Vacancy

Job Purpose

The post holder will assist the Head Chef in the provision of meals within the College and maintain standards of work and cleaning within the Kitchen.

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.

	Essential	Desirable
Qualifications, Knowledge and Experience	<ul style="list-style-type: none">• Trained to NVQ3, City & Guilds 706/1, 706/2, 706/3 or equivalent.• Previous relevant experience within a high-class establishment.• Intermediate Food Hygiene Certificate.• Knowledge of Allergy Regulations.• Basic knowledge of HACCP principles.• Basic knowledge of COSHH regulations	
Skills, Abilities and Competencies	<ul style="list-style-type: none">• A high standard of personal hygiene• An attention to detail• Good communication skills• A positive attitude towards work, colleagues, and customers	

Terms & Conditions

Post: Chef de Partie

Length of post: Permanent

Hours of work: 39.25 hours per week

Salary: Between £31,129—£32,865 p.a. (depending on experience)

Location: The role is based at 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

Read more about the benefits of working at [St John's](#).

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

The deadline to apply is **9.00 am on 21 May 2025**. Interviews will be held as and when applications come in.

Early applications are encouraged as we reserve the right to close this vacancy early if we find a suitable candidate.

Please include in your application:

- A fully completed application form
- A covering letter summarising why you believe yourself to be suitable for the role and why the role appeals to you
- A full and up to date 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

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. Further information is available on the College website (<https://www.joh.cam.ac.uk/data-protection>)

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