Further particulars for the post of
Junior Chef de Partie
Requirement

St John’s College wishes to appoint a Junior Chef de Partie on a permanent basis.

St John’s College

St. John’s College was founded in 1511 by Lady Margaret Beaufort, the mother of King Henry VII. It is one of the largest of the University colleges and has some 530 undergraduate and 320 post-graduate students, and around 160 Fellows in a very wide range of academic disciplines. The charitable purposes of the College are the advancement of education, religion, learning and research. The College is currently able to accommodate all its students in College and nearby hostels and houses. All Fellows have a study in College and some are fully resident in College. Additionally, the College employs some 250 Assistant Staff. The College is a highly international community with approximately 15% of its undergraduates and 55% of its graduates coming from overseas.

Further information on the College can be found on the College website www.joh.cam.ac.uk.

College Aims: The College’s statutory aims are the promotion of education, religion, learning and research.

Department Aims: The primary aim of the Catering and Conference department is to provide for all customers, a high standard of food and customer service that in turn exceeds their expectations through a highly-trained, well-motivated professional team of dedicated staff. Also to promote the College and department at all times and to promote our brand for St John’s College.

Sub-Department Aims: The primary aim of the Catering and Conference department is to provide for all customers, a high standard of food and customer service that in turn exceeds their expectations through a highly-trained, well-motivated professional team of dedicated staff. Also to promote the College and department at all times and to promote our brand for St John’s College.

Principal Responsibilities and Duties

Job title: Junior Chef de Partie

Department: Catering and Hospitality

Responsible to: Chef de Partie

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.
- Work in different sections of the kitchen where required including breakfast.
Monitor food and advise service staff on portion sizes, keep stock levels to a minimum and advise when items need reordering, while controlling wastage of food.

Health and Safety/Food Safety
To maintain a safe environment for staff and a safe product for customers, the post holder will:
- Work safely, behave in an appropriate manner suitable to a professional food product environment.
- Report any illness.
- Ensure all HACCP and health and safety procedures are followed, including recording cooking temperatures.
- Follow the Allergy Policy for the department.
- Attend and pass Food Safety training and Health and Safety training as provided and at a level appropriate to the role responsibilities.

Food Service
- The post holder will be trained and be required to carve in the Buttery dining room and Combination Room 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.

Qualifications, Knowledge and Experience:
- Trained to NVQ3, City & Guilds 706/1, 706/2, 706/3 or equivalent.
- Previous relevant experience within a high-class establishment (desirable).
- Knowledge of Allergy Regulations.
- Knowledge of HACCP principles.
- Knowledge of COSHH regulations.

Skills, Abilities and Competencies:
- A demonstrable and keen interest in cooking and working in kitchens.
- A high standard of personal hygiene.
- Excellent 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 £25,822.25 – £27,262.77 p.a. (depending on experience)
Hours of work: 39.25 per week
Location: The role is based 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 **9.00am on 31 July 2023**.

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.