



**ST JOHN'S COLLEGE
CAMBRIDGE**

**Further particulars for the position of
Pastry Chef**

Requirement

St John's College is looking to appoint a permanent, fully qualified Pastry Chef to join the Catering and Conference department.

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 oldest of the University colleges and has over 500 undergraduate and 300 post-graduate students, and around 150 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 very diverse community with approximately 20% of its undergraduates and 50% of its graduates coming from overseas.

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

Department Aims: The Domestic Bursar's Department is a very busy environment, dealing with the general day-to-day administration of the College and provision of support services covering a wide spectrum of issues including overseeing catering and conference aspects.

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.

To promote the College and department at all times and to promote our brand for St John's College.

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

Job title: Section Chef (Pastry)

Department: Catering and Conference Department

Responsible to: Head Chef

Job Purpose: The postholder will assist the Head Chef in the provision of meals within the College and maintain standards of work and cleaning within the Kitchen.

The Catering and Conference department provides catering services for Fellows, students, staff and outside customers and employs approximately 50 full time members of staff, providing in the region of 1500 meals a day. Chefs are responsible for the provision of meals for the entire college including College, private and staff meals. The Section Chefs are responsible to the Head Chef. Staff members are expected to carry out their duties in a professional manner and work together as a team not only within the Kitchen but together with the entire Catering department in order to achieve the department's aims and those of the Domestic Bursar.

The College has state of the art kitchen equipment following a refurbishment in 2013 and is well known for its high standard of food using fresh ingredients. It is a member of the Sustainable Restaurants Association, Tuco and Cambridge Chamber of Commerce. Much of the food is sourced locally.

Principal Responsibilities and Duties:

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:

- i. prepare all mise en place required to the expected standard
- ii. cook all dishes to the specified temperature and standard
- iii. be creative and assist with menu development
- iv. monitor and advise service staff on portion sizes, keep stock levels to a minimum and advise when items need re-ordering, while controlling wastage of food
- v. 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:

- i. work safely, lead by example, and report any illness.
- ii. monitor the performance and maintenance of cleaning schedules within his/her section to ensure kitchen hygiene is upheld.
- iii. ensure all HACCP and health and safety procedures are followed within the kitchen, including recording cooking temperatures.
- iv. follow the Allergy Policy for the department
- v. keep Food Safety Certification up to date

Food Service

The postholder 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

At St. John's College we look for and value people who understand the needs of the College and put those needs first when they are at work. Because of this we believe that the attitude our staff bring to work and the way they choose to behave is even more important than their skills or experience.

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. Covering pastry and dough work, hot and cold puddings, cakes, chocolate work, petits fours and new methods of cookery.
- Intermediate Food Hygiene Certificate
- Knowledge of Allergy Regulations
- Basic knowledge of HACCP principles
- Basic knowledge of COSHH regulations

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: Between £21,533.10 - £24,001.25 p.a. (depending on experience) plus benefits

Hours of work: 39.25 hours per week worked over a 7-day roster basis. The working hours for this role will involve shifts to cover the service of lunch and dinner

Location: The role is based in Cambridge

Other contractual benefits include:

- Membership of a contributory pension scheme after a qualifying period
- Additional Christmas salary payment
- Annual leave of 36 working days (inclusive of Bank Holidays)

Other non- contractual benefits include:

- Free meals on duty (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
- Free car parking close to the College (subject to availability)
- Free use of an on-site gym

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 for the remainder of the fixed term contract would be one month on either side.

Recruitment Process

Please include in your application:

- A **covering letter** explaining why you believe yourself to be suitable for the role and why the role appeals to you
- A completed **application form**
- A **full CV**

Applications should be sent:

by email to: recruitment@joh.cam.ac.uk

or by post to: The HR Department, St John's College, Cambridge, CB2 1TP

to arrive no later than **[time]** on **[date]**

We will contact you if you are selected to attend an interview. For those not selected may we take this opportunity to thank you for your interest in this post.

Information provided will be treated as confidential and processed in accordance with the College's Data Protection Policy a copy of which may be obtained from the Domestic Bursar's Office, St John's College, Cambridge, CB2 1TP