



ST JOHN'S COLLEGE CAMBRIDGE

**Further particulars for the post of
Apprentice Chef**

Requirement

St John's College wishes to appoint an Apprentice Chef 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 advancement of education, religion, learning and research.

Principal Responsibilities and Duties

Job title: Apprentice Chef

Department: Catering and Conference

Responsible to: Chef de Partie (or the supervising Chef that they are reporting to on shift)

Job Purpose: To assist the Head Chef and the Kitchen team in the provision of meals within the College, maintain standards of work and cleaning within the Kitchen while undertaking a comprehensive training program.

Principal Responsibilities

1. In order to complete the apprenticeship, a full and comprehensive training program in all aspects of food preparation and production is provided over a normal training period of three years. In support of this in-house training, attendance will be required on a day release Catering Course at a reputable Catering College to gain a Professional Catering Qualification.
2. In order to prepare food and produce high quality meals to agreed specifications, the post holder will:
 - a) prepare all mise en place required to the expected standard
 - b) cook all dishes to the specified temperature and standard
 - c) work in different sections of the kitchen where required including breakfast
3. In order to maintain a safe environment for staff and a safe product for our customers, the post holder will:
 - a) work safely, behave in an appropriate manner suitable to a professional food product environment
 - b) report any illness

- c) ensure all HACCP and health and safety procedures are followed within the kitchen, including the recording of all cooking temperatures
 - d) follow the department's Food Allergy Policy
 - e) study and pass the appropriate levels of Food Safety and Health and Safety qualifications
4. Service:
- a) the post holder will be trained and required to carve in the Buttery dining room and Combination Room on occasion and serve on barbecues for summer functions.

The list above includes the principal accountabilities of the role but it is not exhaustive. Other relevant duties may be specified by the Head Chef or Catering and Hospitality Manager from time to time.

Resources Managed / Facts and Figures

The kitchen caters for 1200 meals every day.

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:

4 GCSE's at grade A*-D (including Maths and English)

Skills, Abilities and Competencies:

- a) demonstrable and keen interest in cooking and working in kitchens
- b) high standard of personal hygiene
- c) excellent attention to detail
- d) positive attitude towards work, colleagues and customers

Terms and Conditions

Length of post:	Permanent
Salary:	The salary for the post will be between, £21,270.41 - £21,855.43 per annum, 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 **9.00 am on 24 October 2022**.

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

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.