



**ST JOHN'S COLLEGE
CAMBRIDGE**

**Further particulars for the post of
Junior Sous Chef**

Requirement

St John's College wishes to appoint a Junior Sous 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: Junior Sous Chef

Department: Catering and Hospitality

Responsible to: Sous Chef

Job Purpose: Assist the Head Chef and Sous Chef in the provision of meals within the College and the maintenance of standards of work and cleaning within the Kitchen. Support and deputise for the Sous Chef, supervising the shift members, undertaking task training, and overseeing kitchen due diligence.

Principal Responsibilities

Food preparation, cooking and service

To enable timely production of high-quality meals to agreed specifications, the post holder will supervise and assist with:

- a) Prepare all mise en place required to the expected standard
- b) Cook all dishes to the specified temperature and standard
- c) Be creative and assist with menu development
- d) Adopting good food cost management and food waste management practices
- e) Supervising the kitchen team in a timely way to ensure that tasks are completed in the allotted time and that the shift runs efficiently
- f) Taking responsibility for food presentation, including throughout service
- g) Monitor and advise service staff on portion sizes, keep stock levels to a minimum and advise when items need re-ordering
- h) Choose appropriate ingredients for the recipe, cook appropriate quantities for Buttery service and to suit the volume of guests in other dining areas

- i) Ensuring any changes or substitutions to recipes or menus that are made are communicated to the Sous Chef, Head Chef and Front of House teams, safely addressing any potential allergen risks
- j) Support the Sous Chef monitoring the service areas during service time to ensure food consistency and quality is maintained
- k) Ensure correct stock rotation and food storage procedures, assisting the Head Chef with stock taking procedures where required

Health and Safety and Food Safety

To maintain a safe environment for staff and a safe product for customers by:

- a) Working safely lead by example and report any illness
- b) Monitoring and supervising the performance and maintenance of cleaning schedule within their own section and those sections of the other shift members to ensure
- c) Ensure all HACCP and health and safety procedures are followed within the kitchen, including the recording of all cooking temperatures
- d) Following the department's Food Allergy Policy and supervising shift members in doing so
- e) Keep Food Safety certification up-to-date

Food Service

The post holder is required to carve in the Buttery dining room and Combination Room on occasion and to cook and serve on barbecues for summer functions.

Training development

To undertake supervisory and entry level management training as specified by the department and Human Resources, implementing the skills in the workplace.

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 NVQ2, City and Guilds 706/1 and 706/2 or equivalent (Essential)
- Previous relevant experience within a high class establishment or equivalent (Desired)
- Intermediate Food Hygiene (Level 3) (Essential)
- Up to date knowledge of HACCP and Allergy awareness (Essential)
- Basic knowledge of COSHH regulations (Desired)

Skills, Abilities and Competencies:

- Highly motivated with a strong personal interest in food trends and beverages and a passion for high standards, quality, food safety/hygiene and customer service
- A positive attitude towards work, colleagues and customers

- A willingness to train and develop work colleagues as well as an openness to self-development
- High standard of personal hygiene
- Excellent food preparation skills
- Attention to detail
- Basic administration and IT skills (ideally Microsoft Office and Outlook)

Terms and Conditions

Length of post:	Permanent
Salary:	The salary for the post will be between £29,455.01 - £31,953.20 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 **9.00 am on 14 April 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.