



**ST JOHN'S COLLEGE
CAMBRIDGE**

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

Requirement

St John's College is looking to appoint an Apprentice Chef on a fixed-term contract of two years, to work in our illustrious kitchen, to an agreed programme of work.

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 is the largest College in terms of grounds and third in size, having some 530 undergraduate and 300 post-graduate students and around 135 Fellows covering the complete 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 30 are fully resident in College. Additionally, the College employs some 250 Assistant Staff. The College is a very diverse community with 16% of its undergraduates and 54% 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's aim, to which your post is aligned through your sub-department, is to provide effective, efficient and timely support services in order to enable the College to fulfil its statutory aims.

Sub-Department Aims: The primary aim of the Catering and Conference department is to provide for all our customers, a high standard of food and customer service that in turn exceeds their expectations.

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

Principal Responsibilities and Duties

Job title: Apprentice Chef

Department: Catering

Responsible to: Head Chef

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

The key responsibilities are set out below:

Principal Accountabilities (Responsibilities):

a) 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 two years. In support of this in-house training, attendance will be required on a day release Catering Course at Westminster College, London to gain a Professional Catering Qualification

b) In order to prepare food and produce high quality meals to agreed specifications, the post holder will:

- i prepare all mise en place required to the expected standard.

- ii be creative and assist with menu development to produce high quality meals to the agreed specification.

- iii work in different sections of the kitchen where required including breakfast

c) In order to maintain a safe environment for staff and a safe product for our customers, the post holder will:

i work safely, lead by example

ii report any illness.

iii ensure all HACCP and health and safety procedures are followed within the kitchen, including recording cooking temperatures.

d) In order to provide a food service:

i carve in the Buttery dining room and Combination Room on occasion and serve on barbecues for summer functions.

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

Person specification

Qualifications, Knowledge and Experience:

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

Skills, Abilities and Competencies:

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

Terms and Conditions

Length of post: This is a fixed term post of two years

Starting salary: £17,243.73 per annum

Hours of work: 39.25 hours per week worked on a 7-day rota basis. To be worked on a mixture of day, evening and weekend shifts.

Location: The role is based in Cambridge

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 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 would be one month on either side.

Recruitment Process

Your application should include:

- 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 CV;
- Names and contact details of two referees who know you in a professional capacity.

Applications should be sent:

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

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

to arrive not later than **9.00 am** on **Monday 18 June 2018**.

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.