



# **ST JOHN'S COLLEGE CAMBRIDGE**

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

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## Requirement

St John's College wishes to appoint a Sous Chef to join its busy Catering Department. The postholder will assist the Head Chef in ensuring the preparation of food is to a high quality, for members of College as well as high profile events.

## 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](http://www.joh.cam.ac.uk)

**College Aims:** the College's statutory aims are the advancement 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.

### Principal Responsibilities and Duties

<b>Job title:</b>	Sous Chef
<b>Department:</b>	Catering Department
<b>Responsible to:</b>	The Head Chef
<b>Job Purpose:</b>	To assist the Head Chef in the provision of meals within the College and maintain standards of work and cleaning within the kitchen.

### Principal Responsibilities

- a) In order to ensure the smooth running of the kitchen the post holder will: deputise and assist the Head Chef with the day-to-day operation.

**b) Food preparation, cooking and service**

To ensure that the production of high quality meals is achieved in a timely manner and to agreed specifications, the post holder will supervise and assist with:

- I. The preparation of all mise en place required to the expected standard;
- II. Cooking all dishes to the specified temperature and standard;
- III. Menu development;
- IV. Ensure food for service has been checked for taste; and
- V. Monitor the BDR and Combination Room at service time.

**c) Personnel**

To control costs and ensure staff welfare the post holder will assist the Head Chef with personnel forms, holiday forms, wages and personnel matters as they arise.

**d) Health and Safety/ Food Safety**

To maintain a safe environment for staff and a safe product for customers, the post holder will:

- I. Supervise the team to work safely, lead by example, and report any illness;
- II. Monitor and supervise the performance and maintenance of cleaning schedules within his/her section to ensure kitchen hygiene is upheld; and
- III. Ensure all HACCP and health and safety procedures are followed within the kitchen, including recording cooking temperatures.

**e) Training**

To keep up to date with current trends and practices the post holder will attend training courses as allocated and request training for themselves and their staff that they feel is appropriate.

**f) Stock and Portion Control**

To enable budgets to be met the post holder will: monitor and advise service staff on portion sizes, keep stock levels to a minimum and advise when items need reordering, while controlling wastage of food.

**g) Security**

To ensure the security of the kitchen, the staff and the provisions, the post holder will lock up all fridges, store rooms and doors at the end of the shift.

**h) Any other duties as requested by the Head Chef or Senior Management.**

This list includes the principal accountabilities of the role but is not exhaustive. Other relevant duties may be assigned.

## 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:

- City and Guilds 7061/2/3 or NVQ equivalent 1,2,3,4
- Intermediate food hygiene certificate
- Knowledge of HACCP and Allergy awareness

### Skills, Abilities and Competencies:

- Leadership skills
- A high standard of personal hygiene
- Attention to detail
- A positive attitude towards work, colleagues and customers

## Terms and Conditions

Length of post:	Permanent
Salary:	Competitive salary plus benefits
Hours of work:	39.25 hours per week
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 meal 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](mailto: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 **Wednesday 17 October 2018**. Interviews are expected to take place week commencing 29 October 2018.

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.