



**ST JOHN'S COLLEGE
CAMBRIDGE**

**Further particulars for the post of
Section Chef (Stove)**

Requirement

St John's College wishes to appoint a Section Chef in 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 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 very diverse 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 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.

Principal Responsibilities and Duties

Job title: Section Chef (Stove)

Department: Catering and Conference Department

Responsible to: The Head Chef

Job Purpose: The postholder will be responsible to the Head Chef for the preparation of food to a high quality for service to students, staff and Fellows and to external customers.

The College caters for a wide range of functions and dietary needs, and provides up to 1200 meals per day, covering day-to-day meals (breakfast, lunch and dinner) in the College's Buttery Dining Room for all members of College, Dinner at formal Hall for the students and Fellows Lunch and Dinners, and large College events requiring top end fine dining. In addition the College hosts occasions for external businesses including University Departments, local and international businesses, weddings, conferences and family events.

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

Food preparation and cooking

To ensure that the production of high quality meals is achieved in a timely manner and to agreed specifications and budgets 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

Portion control

To enable budgets to be met the postholder will:

- i. 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
- ii. 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

In order 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 Room on occasions and cook and serve on barbecues and Buffets 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

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 NVQ3, City & Guilds 7061 and 7062 or equivalent
- Previous relevant experience
- Intermediate Food Hygiene Certificate
- Basic knowledge of HACCP principles
- Basic knowledge of COSHH regulations
- Knowledge of the new Allergy Regulations

Skills, Abilities and Competencies:

- A high standard of personal hygiene
- An attention to detail
- Good communication skills
- A very positive attitude towards work, colleagues, and customers.

Terms and Conditions

Length of post:	Permanent
Salary:	The salary for the post will be between £22,453.40- £25,027.03 p.a. (depending on experience)
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 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 Monday 31 May 2019.**

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.