



ST JOHN'S COLLEGE
UNIVERSITY OF CAMBRIDGE

Further Particulars for the post of Junior Chef de Partie

April 2025



About the College

St. John's College is one of the largest of the University of Cambridge's 31 colleges. Colleges are where students live, eat and socialise, and receive small group teaching sessions. St John's has about 900 students, 160 Fellows (that is, resident academics who teach and research), and about 250 staff.

The buildings and grounds of St John's are a magnificent environment in which to work, but it is the people of St John's who give the place its unique identity. Diversity, independence and intellectual excellence make it a dynamic place in which people can thrive. Read more about St John's on the College's website: www.joh.cam.ac.uk.

Background

Fundamental to the College ethos is the sense of community. The food and beverage offer plays an essential part in bringing College members and their guests together whether that is in the daily fare of the College buttery dining room, the experience of fine dining in Formal Halls or at College celebrations e.g. College Graduation and the May Ball or the conviviality of the College bar and the new College café which are due to open in September 2022. In addition, events are regularly run for prospective applicants and for alumni and many involve both formal and informal dining.

Eating in the historic surrounds of the College is a special experience and St John's is proud of its reputation as a quality dining destination. When College events permit, the fine dining facilities and events spaces are available to external customers and the College runs a significant number of dinners, receptions and conferences for other University academics and Departments and for other commercial customers.



The Catering & Hospitality Department

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. Also to promote the College and department at all times and to promote our brand for St John's College.

The **Fellows Team** delivers all the events organised for or by the Fellows and/or the Master of the College.

The **Functions Team** delivers events such as formal hall, conferences and private dining held within College.

The **Buttery Dining Room Team** is responsible for feeding students, staff members, Fellows and members of the public that visit the buttery at lunch or dinner.

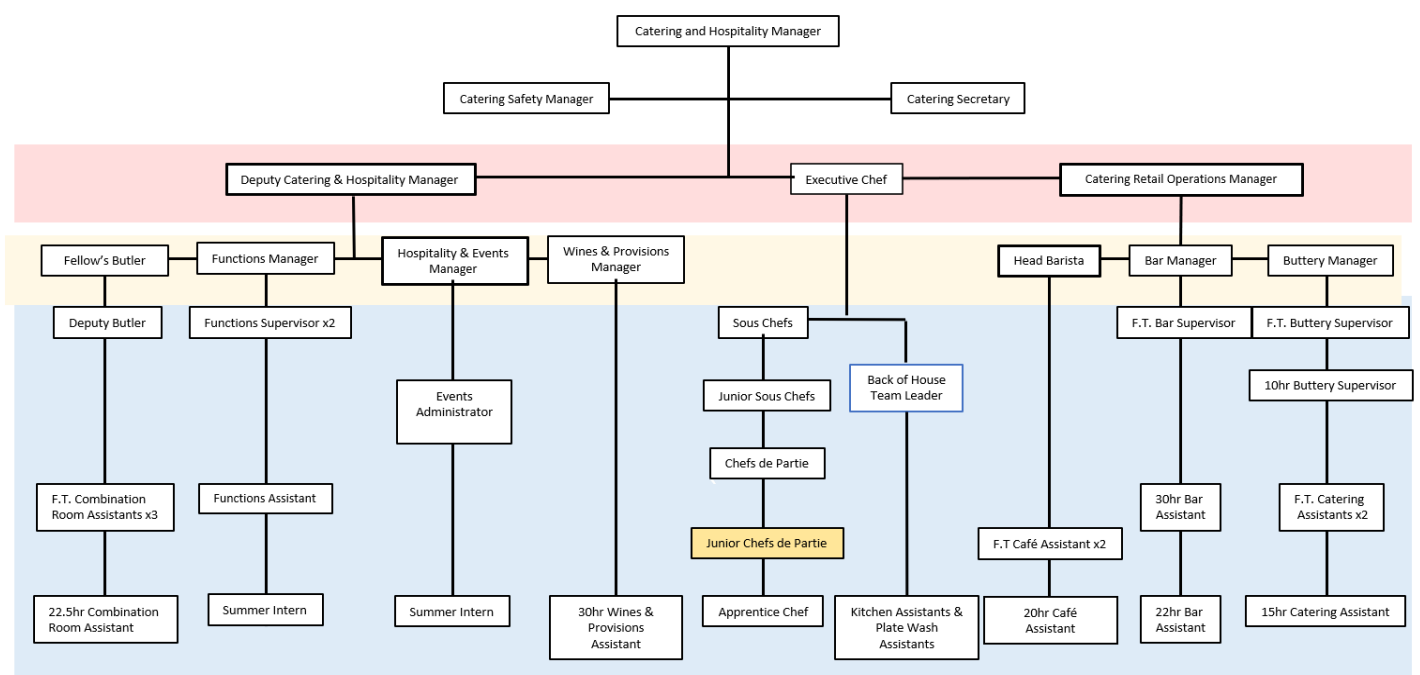
The **Bar Team** serves excellent drinks and snacks in the bar, while ensuring full licensing law compliance and duty of care.

The **Café Team** are responsible for the café during its opening hours, preparing and serving delicious barista coffees, and amazing food and other drinks.

The **Kitchen Team** is at the centre of all the departments, preparing the delicious food served in all areas of the College.

Catering & Hospitality organisational chart

CATERING & HOSPITALITY ORGANISATIONAL CHART



Job Purpose

The post holder will assist the Head Chef in the provision of meals within the College and maintain standards of work and cleaning within the Kitchen.

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 the post holder will:

- Prepare all mise en place required to the expected standard
- Cook all dishes to the specified temperature and standard.
- Work in different sections of the kitchen where required including breakfast
- Monitor food and advise service staff on portion sizes, keep stock levels to a minimum and advise when items need reordering, while controlling wastage of food.

Health and Safety/Food Safety

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

- work safely, behave in an appropriate manner suitable to a professional food product environment
- Report any illness.
- Ensure all HACCP and health and safety procedures are followed, including recording cooking temperatures.
- Follow the Allergy Policy for the department.
- Attend and pass Food Safety training and Health and Safety training as provided and at a level appropriate to the role responsibilities.

Food Service

- The post holder will be trained and be required to carve in the Buttery dining room and Combination Room on occasion and serve on barbecues 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.

	Essential	Desirable
Qualifications, Knowledge and experience	<ul style="list-style-type: none">• Trained to NVQ3, City & Guilds 706/1. 706/2. 706/3 or equivalent.• Knowledge of Allergy Regulations• Knowledge of HACCP principles• Knowledge of COSHH regulations	<ul style="list-style-type: none">• Previous relevant experience within a high-class establishment
Skills, Abilities and Competencies	<ul style="list-style-type: none">• A demonstrable and keen interest in cooking and working in kitchens• A high standard of personal hygiene• Excellent attention to detail• Good communication skills• A positive attitude towards work, colleagues and customers	

Terms & Conditions

Post: Junior Chef de Partie

Length of post: Permanent

Hours of work: 39.25

Working pattern Example:

	Week 1	Week 2
Sunday	Off	Split
Monday	Late	Early
Tuesday	Split	Split
Wednesday	Early	Late
Thursday	Off	Off
Friday	Late	Early
Saturday	Split	Off

Salary: Between £28,697— £30,297 p.a. (depending on experience)

Location: The role is based at St John's College 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

Read more about the benefits of working at [St John's](#).

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

The deadline to apply is **9.00 am** on **12 May 2025**.

Interviews will be held as and when applications come in.

Please include in your application:

- A fully completed application form
- A covering letter summarising why you believe yourself to be suitable for the role and why the role appeals to you
- A full and up to date 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

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. Further information is available on the College website (<https://www.joh.cam.ac.uk/data-protection>)

Catering & Hospitality Department
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