Further Particulars for the posts of
Sous Chef

June 2024
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 College café. 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 Department

The primary aim of the Catering and Hospitality department is to provide for all our customers the highest standard of food and customer service that in turn exceeds their expectations.

The Catering department is comprised of the following:

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.

Sub Department Organisational Chart (Kitchen Team)
Job Purpose

- Assist the Head Chef in the provision of meals within the College and the maintenance of standards of work and cleaning within the Kitchen
- Prepare the freshest food to the highest standard whilst achieving the college’s financial targets.
- Support and deputise for the Head Chef
- Undertake staff training, kitchen due diligence management and purchasing where required

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) Creating and serving imaginative food
b) Contributing imaginative and innovative ideas and menu planning adapted to meet customer needs and changing eating trends
c) Adopting good food cost management and food waste management practices.
d) Managing the kitchen team in a timely way to ensure that tasks are completed in the allotted time and and the unit runs efficiently
e) Taking responsibility for food presentation, including throughout service.
f) Supporting the Head Chef in decisions and the implementation of policies and procedures.
g) Ensuring any changes or substitutions to ingredients that are made to the dishes prepared are communicated to the Head Chef and Front of House teams, safely addressing any potential allergen risks
h) Monitoring the service areas during service time to ensure food consistency and quality is maintained

Administration and policies:

a) Ensure correct stock rotation and food storage procedures, assisting the Head Chef with stock taking procedures where required
b) Ensure all Health, Safety and Hygiene policies and practices are maintained and there is adherence to all hygiene and cleaning procedures. Monitor and supervise the performance and maintenance of cleaning schedules within his/her section to ensure kitchen hygiene is upheld.
c) Ensure all HACCP and health and safety procedures are followed within the kitchen, including recording cooking temperatures. Complete accurately and timely all reports relating to the handling and storage of food using food safety monitoring systems.
d) Undertake any training to enhance the role as necessary and support the training of staff within the kitchen so they are able to develop the skills to enhance catering services.
e) Play an active role in staff meetings on a regular and timely basis and contribute to development of a positive ‘can do’ kitchen culture and team
f) Wear and use all Personal Protective Equipment provided, ensuring that staff do likewise and uniforms are worn and maintained in a clean and tidy fashion
g) 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) To undertake special projects as agreed with the Head Chef.
i) Any other reasonable and commensurate duties as requested by the Head Chef or senior management.
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.

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<th>Essential</th>
<th>Desirable</th>
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<tr>
<td><strong>Qualifications, Knowledge and Experience</strong></td>
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<tr>
<td>• Experience in a senior kitchen role</td>
<td>• Menu planning and presentation experience (desirable)</td>
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<td>• Supervisory management experience</td>
<td>• Food cost control</td>
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<td>• Up to date knowledge of HACCP and Allergy awareness</td>
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<tr>
<td><strong>Skills, Abilities and Competencies</strong></td>
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<td>• Leadership and management skills with an understanding of how to get the best out of teams</td>
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<td>• Highly motivated with a strong personal interest in food trends and beverages and a passion for</td>
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<td>• High standards, quality, food safety/hygiene and customer service</td>
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<td>• High standard of personal hygiene</td>
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<td>• Strong interpersonal and relationship building skills with the ability to communicate effectively to</td>
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<td>• Stakeholders with a wide range of ages, food interests and concerns.</td>
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<td>• Strong planning and problem-solving skills with an attention to detail and a ‘can do’ approach to work</td>
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<td>• A team player, able to work with and support other Departments within Catering and Hospitality</td>
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<td>• Imagination/creativity</td>
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<td>• Food preparation skills</td>
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<td>• Basic administration and IT skills (ideally Microsoft Office and Outlook)</td>
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Terms & Conditions

Post: **Sous Chef**
Length of post: Permanent
Hours of work: 39.25 hours per week (based on a 5 day over 7 rota pattern to include evening and weekends as to meet business requirements).
Salary: The salary for the post will be between £37,189—£41,452 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 position 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 or Monday 1 July 2024.

Please include in your application:

- A fully 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
- Details of two referees, one of whom should have detailed knowledge of your ability in regards to the requirement of the role
- 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. Please see attached for a copy of our Data Protection Statement for further information about how we process your personal data.

Catering Department
St John’s College
Cambridge CB2 1TP
United Kingdom

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