



## JESUS COLLEGE CAMBRIDGE

### Job Description

<b>Job title:</b>	Chef de Partie (CdP)
<b>Department:</b>	Kitchens
<b>Reporting to:</b>	Head Chef (HC) and Sous Chef (SC)
<b>Responsible For:</b>	Junior chefs and kitchen porters
<b>Location:</b>	Jesus College, Cambridge
<b>Hours:</b>	37.5 Hours per Week
<b>Holidays:</b>	25 days annual leave, plus 8 bank holidays. On occasion it may be necessary to work public holidays, in which case a day in lieu will be given.
<b>Salary range:</b>	£30,173 – Jesus College Salary Scale Point 26

This job description is a guide to the work the post-holder may be required to undertake but does not form part of the contract of employment and may change from time to time to reflect changing circumstances.

### Job summary

#### GENERAL OBJECTIVES

- To prepare, cook and present food as directed by the HC/SC across all the College's kitchen operations and be comfortable working in all sections of the kitchen.
- To take responsibility for some aspects of the kitchen and oversee the running of the section the CdP is rostered on, including ensuring the procurement of ingredients in collaboration with the HD/SC is managed
- To always maintain hygiene and food safety standards and to follow all food safety and health and safety policies in place
- To ensure careful cost and resources control to minimise wastage
- To manage and train others who maybe working in the same section

#### Key Areas and Standards of Performance:

##### **1. Task List and Responsibilities:**

The tasks, functions and any key responsibilities of the job, to be carried out on a daily, weekly, monthly, etc basis;

- 1.1 To produce and cook menu items, ensuring adequate portions are produced to the required standard to meet business needs and not over-produced to cause wastage and unnecessary costs.
- 1.2 To proactively develop the department products and services. Specifically, to assist HC, SC in revising and up-date menus on an annual basis.
- 1.3 To always work in a hygienic and safe manner
- 1.4 To order stock from stores, ensuring that advance thought is given to requirements and that stock control recording is maintained

- 1.5 Ensure the use of heat, light and power within your control is used conservatively
- 1.6 Build and maintain good working relationships with the food service team to ensure the smooth running of the operation
- 1.7 To ensure that all food is handled and stored correctly and in keeping with the HACCP policy
- 1.8 To ensure food allergens and other specific laws such as Natasha's law are always followed
- 1.9 Any other reasonable tasks required by your line manager

## **2. Punctuality & Attendance:**

- 2.1 To be ready to commence duties at the appointed time
- 2.2 To remain on duty, productively working, until the appointed finishing time
- 2.3 To attend work as scheduled
- 2.4 To notify your supervisor/manager of any absences (e.g. holidays, sickness) that may occur in accordance with the procedure laid down in the Staff Handbook

## **3. Attitude to Work & Carrying Out Instructions:**

Willingness and enthusiasm with which work is carried out;

- 3.1 To be reliable in the carrying out of instructions and tasks and to operate on a "right first time every time" basis
- 3.2 To be trusted to perform at least at the required standard and to be relied upon to complete tasks accurately/correctly
- 3.3 To listen carefully to instructions and to carry them out as directed
- 3.4 To check if you have not clearly understood what is required of you

## **4. Product Knowledge:**

The knowledge and experience required to carry out this job to the expected standard;

- 4.1 To undertake training as required in order to develop and improve your knowledge and expertise
- 4.2 To be able to help and direct others accurately/correctly
- 4.3 To develop general knowledge of the College location and layout, other departments' services and products and this department's services and products

## **5. Customer Relations & Sales Opportunities**

Putting the customer's (conference guests, students, Fellows and staff as well as internal customers), needs first and taking opportunities to promote our products;

- 5.1 To always operate with a warm and friendly welcome
- 5.2 Understand and deliver the needs of the customer efficiently, within the required time scale and to the set standard
- 5.3 Demonstrably "go the extra mile" for customers

## **6. Attitude & Behaviour:**

Positive interaction with other members of the team, supervisors and managers, general demeanour whilst at work;

- 6.1 To empathise with the individuals within the team to form positive relationships
- 6.2 Positively participate to help create a good team atmosphere
- 6.3 To be constructive in communication with others, be cooperative and helpful and be supportive as needed
- 6.4 Honest and trustworthy. Pleasant in nature
- 6.5 Keep your line manager advised of matters which may affect the smooth running of the department
- 6.6 To lead by example

## **7. Cooperation with Other Departments:**

Carrying out of tasks with a spirit of cooperation and interest in the needs of other departments and their staff

- 7.1 Demonstrate an understanding of other departments' requirements and be supportive and helpful to them

## **8. Stock Security:**

Being accountable for the secure retention of College and others' stock and possessions;

- 8.1 Ensure that doors are locked as required and that keys are held securely
- 8.2 Safeguard stock and ensure that wastage is minimised
- 8.3 Safeguard and/or return other people's property and/or pass to lost property for retrieval by the owner

## **9. Food Hygiene & Food Safety:**

Carrying out duties in a safe way so that no-one is put at risk from food hazards;

- 9.1 Attend training as required
- 9.2 Maintain your own personal hygiene to the required standard and report any incidence of illness as defined within the HACCP policy
- 9.3 Follow policy on the preparation, storage, etc of food as defined in the HACCP policy
- 9.4 Adhere to all PPE requirements as in the PPE Policy
- 9.5 Ensure all temperature records are accurate and kept up to date

## **10. Health & Safety & Other Legal Aspects:**

The carrying out of duties so that self and others are not put at risk from general hazards;

- 10.1 Operate in a manner to ensure that you do not put yourself or others at risk
- 10.2 Report any hazards that you observe
- 10.3 Always adhere to the health & safety policy and procedures
- 10.4 Adhere to all licensing regulations
- 10.5 To demonstrate good sustainability awareness and act accordingly

## **The successful candidate should be able to:**

- Lead by example, be able to work without supervision and be approachable
- Produce high quality plates both design and taste wise and be comfortable to work in all sections of a kitchen – be "a foodie"

- Bring excitement in the production area and have an excellent attention to details
- Embrace the use of computer-based software
- Be willing to develop him/herself and keep up with food trends and have an ambition to grow
- Have a problem-solving attitude
- Have the flexibility to work shifts including evenings, weekends and public holidays subject to rotas and a willingness to extend or change hours and days of work from time to time upon request and subject to operational requirements
- Have a passion to deliver exceptional customer service in a results-based environment

### **Benefits**

- Membership of a defined contribution pension scheme with a death-in-service benefit of two times salary
- Membership of a healthcare cash plan
- Free daily staff lunch when in College
- Access to a range of family friendly policies and welfare support services, including maternity coaching
- Non-contractual bonus payment
- Staff Forum and a Staff Social Committee that organises Christmas & Summer staff events
- Cycle to work scheme
- Use of the College Gym, Tennis courts and Library

### **Probation period**

- The appointment will be subject to an initial probationary period of three 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's notice on either side.

### **Equal Opportunities and Data Protection**

- The College is actively committed to including and supporting all under-represented groups, and promoting an inclusive culture, valuing diversity. The College encourages applications from all sections of society.
- The College has a responsibility to ensure that all employees are eligible to live and work in the UK.
- In applying for this role, you will provide personal data which the College will process in accordance with its data protection obligations and Data Protection Policy. Please ask the HR department for further details if required.

### **How to apply**

- Please download and complete our College Application and Equal Opportunities Forms, which can be found online at [www.jesus.cam.ac.uk/college/people/vacancies](http://www.jesus.cam.ac.uk/college/people/vacancies)
- Completed forms along with a copy of your CV, must arrive by 12 noon on Monday 22 August 2022. Please send completed forms to Angela Abbott [jobs@jesus.cam.ac.uk](mailto:jobs@jesus.cam.ac.uk).