



JESUS COLLEGE CAMBRIDGE

Job Description

Job title:	Senior Sous Chef
Department:	Catering and Conference
Reporting to:	Head Chef
Responsible For:	Chefs and Kitchen team
Location:	Jesus College, Cambridge
Hours:	37.5 Hours per week on average. It is expected the Senior Sous Chef will work hours to meet operational demand. A mix of long and short weeks will be worked as required. Any additional hours worked will be taken back during quieter periods.
Holidays:	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.
Salary range:	£42,282.00 – Jesus College Salary Scale Point 37

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

Alongside one other Senior Sous Chef, the job holder will professionally assist the Head Chef (HC) with the day to day running of the kitchen(s) across the estate. They will be responsible for effectively leading the kitchen operation(s) to ensure food preparation is done and delivered as per business requirements. They will also take full responsibility, in collaboration with the other Senior Sous Chef, for all aspects of the kitchen management in the absence of the Head Chef.

General Objectives

The Senior Sous Chef will always be hands-on working as part of the production team. More importantly, They will be responsible to ensure that structure, processes, food safety guidance and all kitchen and service rules are adhered to by all staff on duty. Responsibilities will include;

- To assist the HC to direct and control the kitchen operation for all internal and external catering including student's cafeteria, High Table, fine dining and conference food.
- To manage and lead the team by example, supervise and guide and mentor junior chefs during food preparation.
- To lead the day-to-day work of the kitchen team and their production tasks; place food ordering as required and manage stock.
- To delegate tasks/preparation list to other chefs and give guidance to other members of the kitchen.
- To make sure all commands from the HC are followed by all members of the kitchen.
- To ensure all food safety policies and documentation are followed and completed as required.

- To conduct visual checks and formal audits across the catering facilities as required; complete relevant reports and delegate actions to make things right as necessary.
- To ensure required standards are adhered to in the production and preparation of food – in quality, quantity and safety.
- To assist the HC with cost budgets each financial year and to control them in order to meet financial targets.
- To work closely with the Front of House team to ensure best communication is happening and all relevant information such as menus/allergens are correct and shared in a timely manner.
- To help with the design and creation of menus as required by the Head Chef.
- To be responsible for some administrative tasks and some systems for the kitchen area; lead relevant training (Hawk, Uniware, Checklists, iHasco and others), organise toolbox talks and induction of staff, support development opportunities, do performance review, help with recruitment and motivate team members.
- To attend daily and weekly meetings as required.

The successful candidate should be able to/have:

- A strong Chef and mentor, versatile and comfortable in all areas of the kitchen.
- Passion for food, enjoys producing food and keeping up with trends.
- A good sense of business, to be efficient and cost-effective.
- Ability to work with numbers.
- Strong leadership skills.
- Ability to pay attention to details, adherence to ingredients.
- Embrace the use of computer-based software and high level of computer literacy.
- Be willing to develop him/herself and keep up with industry trends and have an ambition to grow.
- Have a problem-solving attitude and strong communication skills.
- Have the flexibility to work 5 days out of 7 including evenings and weekends as business requires.
- Have a passion to deliver exceptional customer service in a results-based environment.
- Be fully flexible towards duties, ability to demonstrate initiative and proactivity are key to being successful in this role.
- Strong communication skills to allow good relationships amongst the team, College members and visitors to the College.

Qualifications and Experience:

- City and Guilds qualification, NVQ or equivalent
- Level 3 food safety minimum
- Previous experience in a similar position

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 months' notice on either side.

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
- 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

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.

Please send your completed forms along with a copy of your CV to jobs@jesus.cam.ac.uk to arrive by the closing date.

Manciple - October 2024