Job Description

Job title: Junior Sous Chef
Department: Catering and Conference
Reporting to: Head Chef and Sous Chef
Responsible For: Chefs and Kitchen team including supervising Kitchen Porters
Location: Jesus College, Cambridge
Hours: 37.5 Hours per Week, 5 days out of 7 to meet operational needs.
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: £34,851 – Jesus College Salary Scale Point 30

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

The Junior Sous Chef will professionally assist the Head Chef and Sous Chef with the day to day running of the kitchen(s) across the estate. He/she will be responsible for effectively leading a shift to ensure food preparation is done and delivered as per business requirement. He/she will also take responsibility for all aspects of the kitchen operation in the absence of the Head Chef and Sous Chef.

General Objectives

The Junior Sous Chef will be hands-on working as part of the production team at all times. More importantly, he/she will lead by example and ensure that structure, processes, food safety guidance and all kitchen and service rules are adhered to by all chefs on duty.

- To assist in managing the day-to-day work of the kitchen team and their production tasks.
- To delegate tasks/preparation list to other chefs and give guidance to other members of the kitchen.
- To ensure all food safety policies and documentation are followed and completed as required.
- To promote good team spirit.
- To take the lead of a shift and handover key information to others at the end of that shift.
- Ensure orders are placed and goods received and stored properly.
- Ensure required standards are adhered to in the production and preparation of food – in quality, quantity and safety.
• 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.
• Responsible for the production of menus for Cafeteria and proactively support the Head Chef and Sous Chef at developing other menus for Feast, Fellows, Formal and Conference.
• Assisting with relevant training, development opportunities, performance review, recruitment and motivate team members.

**The successful candidate should be able to/have:**
• A strong Chef de Partie, 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.

**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
• Possibility of a 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
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 no later than midday on Monday 23 October 2023.