Job Description

Job title: Pastry Chef
Department: Catering and Conference
Reporting to: Head Chef and Sous Chef
Responsible For: tbc
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

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
Reporting to the Head Chef and Sous Chefs, the Pastry Chef will professionally lead the pastry section. They will be responsible for the planning of the work in the area, the ordering of goods and the production of all items coming out of the pastry section as per business requirement. They will also support the management team into mentoring and managing junior staff and kitchen porters across the kitchen operations.

General Objectives
The Pastry Chef will be hands-on working as part of the production team. They will provide high quality and large quantities of home baked pastry products for all the catering services in College. They will also be responsible for developing and regularly updating a range of products suitable for our Café as well as the updating of all dessert menus as required. They will lead by example and ensure that structure, processes, food safety guidance and all kitchen and service rules are adhered.

Key Duties to include:

- To lead and manage the day-to-day work in the pastry section and support other Junior Sous Chefs with general team leadership across the kitchen(s).
- To ensure the pastry section remains innovative, follows trends and seasonality.
- To delegate tasks/preparation lists 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, and mentor and train others.
- 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 Pastry Chef, creative, versatile and comfortable in the area.
• Passion for food, enjoys producing food and keeping up with trends and the use of modern techniques.
• Be very organised, plan ahead and able to delegate clearly to others.
• Create recipe/menu templates for others to use; consistency is key.
• Ability to support other areas of the kitchen.
• A good sense of business, to be efficient and cost-effective.
• Ability to work with numbers and do costing of dishes.
• 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
Proven skills and experienced gained in a similar commercial environment ideally with the following:
• An NVQ Level 2/3 in Catering or equivalent.
• A Certificate in Food Hygiene.
• Relevant pastry experience, gained in a busy commercial environment.
• Excellent culinary and patisserie skills.

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