Job Description

Job title: Sous Chef (SC)
Department: Kitchens
Reporting to: Head Chef (HC)
Responsible For: The kitchen team including but not exclusively Chefs and Kitchen Porters
Location: Jesus College, Cambridge
Hours: 37.5 Hour Per Week
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: £30,575 – Jesus College Salary Scale Point 29

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 assist the HC to direct and control the kitchen operation for all internal and external catering including student’s cafeteria, Fellows’ High Table, fine dining and conference food.
• To assist the HC to draft cost budgets each financial year and to control them in order to meet financial targets.
• In the absence of the HC take responsibility for all aspects of the kitchen operation
• To ensure that the kitchen is operated within industry legislation and College Policies
• To be hands-on and working as part of the production team

Key Area and Standards of Performance

1 Planning & Organisation:
The identification of future activity and the development and implementation of plans to meet demands;

1.1 To assist HC in staff rosters to meet anticipated activities in accordance with staff budgets and manning ratios
1.2 To ensure that adequate resources are provided to meet business needs, stock controlled and that the costs are in keeping with budget limits
1.3 To develop the department products and services. Specifically, to assist HC in revising and up-date menus on an annual basis
2 **Financial Control:**
To ensure that delegated authority levels and budgetary expenditure are adhered to and that measures are taken to correct adverse trends;

2.1 To monitor the usage of suppliers and report to HC on any price increases/invoice errors
2.2 To prepare order forms for allocated companies and check goods against delivery
2.3 To assist the HC in ensuring that all menu items are costed based upon menu item specifications and taking account of seasonal fluctuations in price ingredients
2.4 To help provide costings of specified events as requested

3 **Sales Quality:**
To take an active role in the promotion of the College;

3.1 To assist the HC regular competitor surveys and to advise the HC of any trends in the market which may affect the College’s operation
3.2 With the rest of the Catering Management, plan and implement a termly promotions plan for the student market
3.3 To participate as required in client entertainment activity – client lunches, family trips, entertainments, etc.
3.4 To assist the HC to conduct regular quality checks and to keep records

4 **Communication:**
To perform duties in a manner that encourages effective two-way communication at all levels;

4.1 To attend regular meetings with the HC to promote shared objective setting and achievement.
4.2 To co-operate and communicate with other staff departments and with Senior and Junior members of College.
4.3 To ensure excellent working relations between the kitchen and food service staff.
4.4 To keep the HC informed on any relevant information which may affect the smooth running of the department including feedback from all customers.

5 **Staff Management:**
The recruitment, training, motivation and discipline of staff ensuring that the necessary skills and knowledge are provided within the needs and objectives of the College;

5.1 To assist the HC and motivating the kitchen team, displaying good leadership skills and setting a good example to the staff.
5.2 In conjunction with the HC to improve performance and develop staff within the objectives of the kitchen.
5.3 To assist the HC in the day-to-day direction and management of the kitchen staff, including time keeping for example.
5.4 To assist the HC in conducting staff annual reviews
6  **Legislation:**
To ensure that all relevant legislation is complied with by the department;

6.1 To actively ensure adherence to the provisions of Fire, Health and Safety and Food Hygiene legislation and regulations including allergens and Natasha’s law for example
6.2 To ensure that the correct chemicals/cleaning materials are always used and in the correct manner as laid down by the COSHH Regulations 1988.
6.3 To conduct yourself in a manner which is in keeping with your personal responsibilities under current health and safety legislation

7  **Security & Control:**

7.1 To help HC to operate a system of stock ordering, receipt and storage such that wastage, pilferage and other shortages are detected, controlled and minimised
7.2 To ensure with the HC that the stores management system is effectively controlled
7.3 To approach the function of SC from a perspective which will lead to the development of the operation and the staff.
7.4 To fulfil the role of SC as being a goal-setter and a visionary.

8  **Attitude & Behaviour:**
Positive interaction with other members of the Conference and Catering team as well as the wider College team;

8.1 As part of the management team, always lead by example.
8.2 To empathise with the individuals within the team to form positive relationships.
8.3 Positively participate to help create a good team atmosphere.
8.4 To be constructive in communication, be cooperative, helpful and supportive.
8.5 Honest and trustworthy. Pleasant in nature

9  **Other:**
As part of the management team, to be self-determined and focused on both the educational and commercial objectives of the College

9.1 To operate on the basis of right first time every time.
9.2 To address issues on the basis that everything has a solution.
9.3 To carry out any reasonable management direction
9.4 To demonstrate good sustainability awareness and act accordingly

**The successful candidate should be able to:**
- Lead the team by example, take charge and be approachable
- Produce high quality plates both design and taste wise and be comfortable to work in all sections of a kitchen – “a foodie”
- Bring excitement in the production area
- 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 rota 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
• Be enthusiastic about acting in a manager support capacity

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 months’ 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

• Completed forms along with a copy of your CV and Covering Letter setting out your suitability for this post, must arrive by 12 noon on Monday 14th February 2022. Please send completed forms to Angela Abbott jobs@jesus.cam.ac.uk.