Sous Chef (full-time)
(Salary £27,031 pa, plus excellent benefits)

General Background (see also www.fitz.cam.ac.uk)

Fitzwilliam College is an open, friendly and diverse academic community of some 900 people, including undergraduates, graduates, Fellows and staff, set in outstanding grounds close to the University sites in West Cambridge and within easy reach of the University Library and faculty sites.

The College is first and foremost an educational establishment. It recruits and teaches undergraduate and post-graduate students from all over the world, holds open days for schools and prospective applicants and arranges subject conferences for teachers. It also keeps in touch with an alumni base of over 8000, arranging events and reunions, and runs a thriving conference and catering business with an annual turnover of approximately £1.3m, hosting over 150 conferences a year, many of which are residential.

The Catering & Events department comprises a large team of around 35 staff, including around 12 kitchen staff, along with staff in front of house, the coffee shop and bar and the events department, as well as a number of casual assistants.

For an insight into working in Catering at a Cambridge College, watch our video: https://www.youtube.com/watch?v=tNziUOnsaic

Sous Chef

We are seeking an experienced chef to join our friendly, enthusiastic team in the kitchen as Sous Chef. The post holder is required to prepare a wide range of foods, such as cakes for the Coffee Shop along with Buttery food and high quality banquet-style dining. You will be required to work in any area of the campus including the Master's Lodge.

You will have a passion for food, along with great communication skills and an eye for detail. You must be able to work under pressure and to strict deadlines. You will hold a relevant hygiene certificate and be trained to at least NVQ Level 3 (or equivalent), and have the relevant demonstrable experience in the capacity of Sous Chef or Chef de Partie. A full job description and person specification is attached, and a structure chart of the Catering & Events department.

Conditions of employment

The contractual hours of work are 37.5 per week, working ten days out of fourteen on a flexible rota basis, with every other weekend off.

The annual salary is £27,031. In addition, the College offers an excellent working environment, a generous discretionary bonus scheme, 33 days’ annual leave (including bank/public holidays), enrolment into a contributory Group Personal Pension scheme and free meals on duty. The College provides and launders your uniform, and also offers free car parking on site on a first-come, first-served basis and use of the College gym and sports facilities.
Any offer of employment will be subject to evidence of the right to live and work in the UK and satisfactory references. The appointment will be made subject to an initial probationary period of six months.

**Application procedure**

Vacancy details and an application form are available on the College website at: http://www.fitz.cam.ac.uk/vacancies/nonacademic or by contacting Sarah Rowland Jones, HR Officer, on 01223 761050, or email: hr@fitz.cam.ac.uk

Applications should reach Mr Robert Clarke, Head of Catering & Events, Fitzwilliam College, Cambridge, CB3 ODG, email: catering.manager@fitz.cam.ac.uk, by Monday 7th October 2019. Applicants should provide a covering letter and completed application form.

The College values diversity and is committed to equal opportunities in the recruitment of its Fellows, students and staff.

In applying for this vacancy, you will provide personal data which the College will process in accordance with its data protection obligations and its Data Protection Policy: https://www.fitz.cam.ac.uk/about/official-information/data-protection
Job Description

Job title: Sous Chef

Reporting to: Head Chef

Reporting to Post Holder: Chef de Partie

JOB PURPOSE:

The post holder is required to ensure the efficient and personnel management of the kitchen along with the management of the preservation and preparation of foods in a safe manner ensuring the food is fit for human consumption.

MAIN DUTIES & RESPONSIBILITIES:

- **Management & Operations:**
  - Lead and line manage a team of Chefs and Kitchen Porters
  - Preparation and cooking of food in all areas
  - Plan daily menus with the Head Chef
  - To ensure that suppliers are sourced and stock is ordered to meet the needs of the business.
  - Assist the Head Chef with the preparation of the weekly kitchen rota

- **Finance:**
  - Manage food costs
  - Ensure labour is managed in an efficient way in line with the budget

- **Food Hygiene / Health & Safety:**
  - At all times comply with the College Food Safety Policy and all current legislation pertaining to the role.
  - At all times comply with the requirements of the College health and safety policy and positively contribute to maintaining a safe working environment.
  - Ensure the Food Safety Management System is implemented
  - Be a competent ‘Monika’ user

- **Human Resources:**
  - Assist with the implementation of the training and development plans for all kitchen staff
  - Assist the Head Chef to ensure the Apprentices training programme is carried out
  - Attend training courses when required

- **General**
  - To liaise with other Departments, Fellows, Students and external Clients.
  - Become a competent ‘Saffron’ user
  - To undertake any other duties appropriate to the grade as required by the Head Chef
## Person Specification - Sous Chef

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<tr>
<th>Qualifications, Education</th>
<th>Skills, Knowledge, Experience</th>
<th>Personal Attributes</th>
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| • Level 3 (or equivalent) NVQ in professional cookery – or relevant experience.  
  • Level 2 (or above) Food Hygiene  
  • Good level of education | • Must have worked as a Chef de Partie (or be an existing Sous Chef) role for at least 2 years  
  • A working knowledge of I.T. to include Excel and Microsoft Word  
  • A basic understanding of food cost calculations | • Excellent communication and interpersonal skills  
• Ability to work unsupervised  
• Willingness to take on responsibilities defined  
• Focused team player.  
• Willing to help and support all members of the team in order to achieve the team goal.  
• Ability to innovate  
• Proactive and self-motivated with a desire to always deliver the best standards of customer service  
• Conscientious with an eye for detail  
• Ability to maintain discretion and confidentiality where appropriate  
• Flexible approach to work and working hours in order to meet the needs of the role  
• Ability to work under pressure  
• Ability to follow set procedures  
• Professional and business like appearance |
| • Level 3 (or above) Food Hygiene  
• Any craft skills training  
• Any formal management training | • Experience of working in College environment  
• Experience of managing an IT support system  
• Previous budgetary experience |