



**Section Chef**  
**(£21,172 pa, plus excellent benefits)**

Fitzwilliam College is seeking an experienced Section Chef to join our enthusiastic, friendly team. Section Chefs are involved in the preparation of a wide range of foods, from cakes for the Coffee Shop, to Buttery food and high quality banquet-style dining. Chefs may be required to work in any area of the college campus including the Master's Lodge. As such, the work is very varied and offers plenty of opportunity to develop your skills.

To learn more about what it is like to work in hospitality in a Cambridge College, watch this video: [Working in a Cambridge College](#)

The ideal candidate will be an experienced chef with 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), or have the relevant demonstrable experience.

A full job description and person specification is attached.

**Conditions of employment**

The College kitchen has recently been refurbished and offers an excellent working environment, along with a competitive remuneration and benefits package.

In addition to an annual salary of £21,172, we offer a generous non-contractual 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.

The contracted hours of work are 37.5 per week, working ten days out of fourteen on a flexible rota basis, with every other weekend off and late nights being the exception rather than the rule. On very rare occasions, you may be required to work an additional weekend, or finish later, when there is a large event. The kitchen is closed over Christmas, for which staff need to save some annual leave.

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**

The 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, e-mail [hr@fitz.cam.ac.uk](mailto:hr@fitz.cam.ac.uk). Applicants should provide a covering letter and completed application form. Please note that CVs will not be accepted without an application form.

Applications should reach Mrs Sarah Rowland-Jones, HR Officer, Fitzwilliam College, Cambridge CB3 ODG, email [hr@fitz.cam.ac.uk](mailto:hr@fitz.cam.ac.uk) by **Wednesday 11 July 2018**.

Interviews will take place on Wednesday 18 July 2018.

In applying for this role, 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>

For informal enquiries, please contact Mr Rob Clarke, Head of Catering & Events, by email: [catering.manager@fitz.cam.ac.uk](mailto:catering.manager@fitz.cam.ac.uk) or telephone: 01223 332006.

### **Background information about the College (see also [www.fitz.cam.ac.uk](http://www.fitz.cam.ac.uk))**

Fitzwilliam College is a dynamic, welcoming, international community committed to developing the talents of all its students, the support of young academics and the training and professional development of its staff. It is one of the 31 colleges that form part of the University of Cambridge and is a large community with around 475 undergraduates and 350 full- and part-time graduate students, 55 Fellows and more than 100 staff.

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.

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



## Job Description

<b>Title:</b>	Section Chef
<b>Reporting to:</b>	Sous Chef / Head Chef
<b>Reporting to Post Holder:</b>	Commis/Apprentice Chefs

### JOB PURPOSE

The post holder is required to ensure 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 (Commis & Apprentice) and Kitchen Porters
  - ❖ Preparation and cooking of food in all areas
  - ❖ Assist with the Planning of the daily menus when required
  - ❖ To ensure that stock is ordered to meet the needs of the business.
  
- **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:**
  - ❖ Become a competent 'Saffron' user
  - ❖ To undertake any other duties appropriate to the grade as required by the Head Chef



**Person Specification**

**Section Chef**

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications, Education</b>	<ul style="list-style-type: none"> <li>• Level 3 (or equivalent) NVQ in professional cookery – or relevant experience</li> <li>• Level 2 (or above) Food Hygiene</li> <li>• A good level of education</li> </ul>	<ul style="list-style-type: none"> <li>• Level 3 (or above) Food Hygiene</li> <li>• Any craft skills training</li> <li>• Any formal management training</li> </ul>
<b>Skills, Knowledge, Experience</b>	<ul style="list-style-type: none"> <li>• Must have worked as a Commis Chef (or be an existing CDP) for at least 2 years</li> <li>• A working knowledge of IT to include Excel and Microsoft Word</li> <li>• A basic understanding of food cost calculations</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in College environment</li> <li>• Experience of managing an IT support system</li> <li>• Previous budgetary experience</li> </ul>
<b>Personal attributes</b>	<ul style="list-style-type: none"> <li>• Excellent communication and interpersonal skills</li> <li>• Ability to work unsupervised</li> <li>• Willingness to take on responsibilities defined</li> <li>• Focussed team player</li> <li>• Willing to help and support all members of the team in order to achieve the team goal</li> <li>• Ability to innovate</li> <li>• Proactive and self-motivated with a desire to always deliver the best standards of customer service</li> <li>• Conscientious with an eye for detail</li> <li>• Ability to maintain discretion and confidentiality where appropriate</li> <li>• Flexible approach to work and working hours in order to meet the needs of the role</li> <li>• Ability to work under pressure</li> <li>• Ability to follow set procedures</li> <li>• Professional and business-like appearance</li> </ul>	