



## VACANCY: CHEF DE PARTIE

Wolfson College is one of the 31 Colleges in the University of Cambridge and provides an academic home for over 900 students aged 21 or above, 200 Fellows, 300 senior members and 100 staff. There are more than 450 residential units on site, housing over 500 residents. The College is the most cosmopolitan in Cambridge which, together with its egalitarian ethos, helps to create a very friendly working environment. Full details of the College are available at [www.wolfson.cam.ac.uk](http://www.wolfson.cam.ac.uk)

## HOW TO APPLY

Please send a completed Wolfson College Application Form and Equal Opportunities Form (available online at <https://www.wolfson.cam.ac.uk/about-wolfson/vacancies>), with a covering letter setting out your suitability for this post, **to arrive by 9:00am on Thursday, 30 September 2021**, to:

HR Manager (ref. CDP)  
Wolfson College  
Barton Road  
Cambridge CB3 9BB or by email to: [jobs@wolfson.cam.ac.uk](mailto:jobs@wolfson.cam.ac.uk)

**We reserve the right to close this vacancy early if a suitable candidate is found**

## TERMS & CONDITIONS

**Salary:** £23,103 per annum

**Benefits:** Membership of the NOW pension scheme ([www.nowpensions.com](http://www.nowpensions.com)), with employer contributions of up to 13%  
Death-in-service benefit of two times salary  
25 days' holiday per year, plus public holidays  
Membership of a healthcare cash plan  
Meals on duty  
Uniform  
Free parking  
Use of the College Gym and Library.

**Hours:** 37.5 hours per week averaged across a month, working a mixture of early shifts and late shifts (including evenings). Due to the nature of the role the successful applicant will be expected to work weekdays, alternate weekends and some Bank Holidays on a rota system (5 days out of 7).

**Holidays:** 25 days' holiday per year plus public holidays.  
Of the 25 days' holiday, the College schedules 3-4 days in December for all staff, and 5 days in August for Catering staff.  
Attendance is normally required on public holidays when the Catering department is fully operational, for which alternative holiday is given.

**Probation:** 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 month on either side.

## **JOB DESCRIPTION**

**Job title:** Chef de Partie

**Responsible to:** Head Chef, Sous Chef, Junior Sous Chef  
The Domestic Bursar is responsible for all Catering staff, and the College Officer with overall responsibility for staff is the Bursar.

**Job role:** To work alongside the Kitchen team providing a high quality catering service to students, College members, staff and other customers using College catering facilities.

### **Main responsibilities:**

- Assist with the preparation, cooking and presentation of lunches, dinners, functions and cafeteria meals
- To serve food to the College diners in the Cafeteria
- Ensuring that all food hygiene and safety practices are adhered to and maintained
- To maintain high standards of food production and presentation
- Propose menu ideas
- To ensure that portion and wastage controls are adhered to
- To Supervise the Kitchen Porters and any other staff when senior members of kitchen staff may be absent.
- To assist with the cleaning duties, including use of dishwasher/potwash equipment as required
- Undertake other duties as necessary
- To act on any other reasonable request, that is in keeping with the type of work involved with your role, that is made by the management of the College

### **Relationships and Customer Services:**

- Establish and maintain excellent relationships with all customers including students, staff, visitors and commercial clients
- Ensure all customers receive an efficient, effective and responsive service
- Maintain a positive working environment and open channels of communication

### **Areas of work include:**

- Main Kitchen and associated areas in College
- Occasional work in the Washing up area
- Occasional work in the Cafeteria

### **Conditions of Service:**

- Ensure compliance with, and implementation of, all College policies and procedures, with particular reference, but not exclusively, to our Dignity at Work and Health and Safety policies.
- Holidays must be taken in agreement with the Head Chef, taking into account the holiday rota for the department.
- All leave, including Unpaid Leave must be requested and authorised before you can consider it confirmed. The College reserves the right to refuse requests due to the business needs of the College.
- A uniform and identification must be worn where this is provided.
- Protective clothing, including footwear, must be worn at all times to comply with Health and Safety Regulations.
- Participate in the College's Staff Review processes

## Health & Safety

- All staff must adopt a responsible attitude towards health and safety and comply with any procedures required by the College in order to ensure the health and safety of themselves, their colleagues and any other persons that may be affected by their actions. They must be prepared to undertake any training provided in relation to health and safety.

Person Specification: Chef de Partie

Essential	Desirable
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### Qualifications, Experience and Background

<ul style="list-style-type: none"> <li>• NVQ level 2 in Professional Cookery or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>• Current level 2 Food Hygiene certificate</li> </ul>
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### Skills and Abilities

<ul style="list-style-type: none"> <li>• Ability to follow instructions and complete set tasks to a time scale</li> <li>• Previous experience in a professional catering environment</li> <li>• Ability to work as part of a team</li> <li>• Ability to be flexible with the scheduling of shift patterns which include evenings and some weekends.</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of working in all sections of a professional kitchen</li> <li>• Recognised supervisory skills</li> </ul>
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### Personal Attributes

<ul style="list-style-type: none"> <li>• Good communication skills both orally and in writing</li> <li>• High level of spoken English (this is essential for Health &amp; Safety training and to be able to carry out the duties of the position)</li> <li>• Reliable and Punctual</li> <li>• Self-motivated and a willingness to learn</li> <li>• Enthusiasm for food and cooking</li> </ul>	<ul style="list-style-type: none"> <li>• Flexible attitude to differing work patterns and a willingness to work with different colleagues</li> <li>• Ability to work extra hours to cover absence</li> </ul>
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### Other

<ul style="list-style-type: none"> <li>• Requirement to wear uniform and protective shoes which will be provided by the College</li> <li>• The post holder will be expected to undergo any other workplace training relevant to the role</li> </ul>	
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