VACANCY: 3rd CHEF

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

HOW TO APPLY

Please complete a Wolfson College Application Form and send it, with a covering letter, setting out why you feel you are suitable for this role, to arrive by 12.00 noon on Monday 19 February, to:

Mrs Sally Cullen (ref. 3rd chef)
Personnel Manager
Wolfson College
Barton Road
Cambridge CB3 9BB or by email to: jobs@wolfson.cam.ac.uk

You can download the Application Form from the Wolfson College website at www.wolfson.cam.ac.uk/jobs

TERMS AND CONDITIONS

Starting salary: The salary for this post is £21,557

Benefits: Membership of the NOW: Pension scheme (www.nowpensions.com)
25 days’ holiday per year, plus public holidays
Meals on duty
Free parking
Uniform
Use of the gym and Library
A healthcare cash plan
The College operates a childcare voucher scheme for staff
Cambridge University offers a subsidised staff accommodation rental scheme to University and College employees

Hours: 40 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 5-6 days in August for Catering staff. Attendance is normally required on public holidays when the Catering department is 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.

*Wolfson College is an Equal Opportunities Employer*
Job Description

Job title: 3rd Chef

Responsible to: The Head Chef
The Domestic Bursar has overall responsibility for the department

Job role: To assist the Head Chef and 2nd Chef with the smooth, efficient and economical running of the Kitchen department producing high quality food for students, college members, staff and private functions; follow all standards and procedures issued by the College; to adhere to and implement current food safety and health and safety legislation.

Duties and responsibilities:

Catering:
• To assist the Head Chef and 2nd Chef in the planning and production of menus for students, Fellows, College and commercial events, which enables food of the highest standard to be prepared and served with initiative and variety.
• To monitor standards of catering and ensure consistency is maintained taking every reasonable opportunity to improve standards.
• To have an active role in developing the catering for the College’s conference and functions business ensuring that the demands of a changing market are met as far as possible, with the ultimate aim of making the College one of the premier conference venues in Cambridge.

Management responsibilities:
• To maintain good relationships with Fellows, management, students, members of the College and University, other College staff, customers and suppliers.
• To assist the Head Chef and 2nd Chef in directing, motivating and training all Kitchen staff ensuring they can perform their duties effectively and to the required standards providing an environment for staff development.
• To assist the Head Chef in managing legislative training for the department, as required.
• To assist the Head Chef in monitoring staff performance.
• The uniform provided to the Kitchen staff must be kept presentable and worn when on duty. The uniform remains the property of the College.
• To liaise frequently with your staff to ensure they are well versed on College policies and standards, which should be constantly achieved with a team spirit.
• To assist in familiarising new staff with the training and induction programme.

Health, Safety and Hygiene:
• To support the Head Chef in ensuring the kitchen complies with all necessary statutory Health & Safety and Food Hygiene legislation; implement and maintain the College Food Safety Policy.
• To ensure staff are properly and hygienically dressed and comply with acceptable levels of personal hygiene.
• To assist the Head Chef in ensuring all equipment is maintained and repaired as necessary by the nominated contractor.
To ensure the effective monitoring and recording of delivery temperatures of foods, and where necessary return those items which do not fulfil the criteria of the most recent hygiene regulations.

Finance, Purchasing and Cost Control:
- To use prepared food, where appropriate, in order to minimise wastage.
- To ensure production procedures, cooking and preparation methods are efficient.
- Where possible, to negotiate best prices with suppliers and to keep stock levels at their lowest possible level, consistent with purchasing lead times.
- To maintain kitchen stores, fridges and freezers in a proper and secure condition ensuring items are efficiently and hygienically stored.
- When required to, order all items of food and ensure the proper management of delivery notes and invoices is in place for the checking and receipt of incoming goods.

Additional responsibilities:
- In the absence of the Head Chef and 2\textsuperscript{nd} Chef, to attend the following meetings; Food Focus Group, weekly Catering Function Sheet, and any other meeting that may require your attendance.
- To liaise with Fellows; students; members; staff; external suppliers; on all Kitchen matters, where necessary.
- To take an active interest in keeping up to date on modern trends of cooking and catering in general.
- To undertake any other reasonable duties arising in the Kitchen department as directed by the Head Chef, 2\textsuperscript{nd} Chef, Domestic Bursar or Bursar.

Special Conditions of Service:
- Holidays must be taken in agreement with the Head Chef, taking into account the holiday rota for the Kitchen 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.
## Person Specification: 3rd Chef

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<th>Essential</th>
<th>Desirable</th>
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### Qualifications, Experience and Background

- NVQ level 2 in Professional Cookery or equivalent
- Good level of Numeracy & Literacy
- Minimum of 3 years’ experience in a professional Catering environment
- Experience of being able to train, motivate and coach a team of staff
- Level 2 Food Safety
- COSHH- trained and certificated
- Knowledge of ordering and stock control

- Current level 3 Food Hygiene certificate
- Knowledge of working in a Cambridge College kitchen

### Skills and Abilities

- Ability to follow instructions and give instructions to complete set tasks to a time scale
- Good understanding of working with a formal Food Safety Policy
- Good knowledge of menu planning
- Ability to be flexible with the scheduling of shift patterns which include evenings and some weekends.

- Knowledge of working in all section of a professional kitchen
- Good IT Skills
- Knowledge of Modern Cooking styles
- Experience of costings and budgets

### Personal Attributes

- Able to work as part of a team as well as under own initiative
- Good communication skills both orally and in writing
- High level of spoken English (this is essential for Health & Safety training and to be able to carry out the duties of the position)
- Reliable and Punctual
- Self-motivated and a willingness to teach
- Enthusiasm and passion for food and cooking

- Flexible attitude to differing work patterns and a willingness to work with different colleagues
- Ability to work extra hours to cover absenteeism

### Other

- Requirement to wear uniform and protective shoes which will be provided by the College
- The post holder will be expected to undergo any other workplace training relevant to the role

- Knowledge of working in all section of a professional kitchen
- Good IT Skills
- Knowledge of Modern Cooking styles
- Experience of costings and budgets