VACANCY: Commis 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 send a completed Wolfson College Application Form and Equal Opportunities Form (available online at www.wolfson.cam.ac.uk/jobs), with a covering letter setting out your suitability for this post, to arrive by 9:00am on Monday 9 April 2018, to:

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

TERMS & CONDITIONS

Salary: £18,346 per annum

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 College gym and Library
Membership of a healthcare cash plan
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 10 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.
JOB DESCRIPTION

Job title: Commis Chef

Responsible to: Head Chef via 2nd or 3rd Chef as appropriate. 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
- Proposing menu ideas
- To ensure that portion and wastage controls are adhered to
- To be aware of food allergies and the appropriate measures in place to deal with these.
- 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: Commis Chef

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Qualifications, Experience and Background

| NVQ level 2 in Professional Cookery or equivalent | Current level 2 Food Hygiene certificate |

Skills and Abilities

| Ability to follow instructions and complete set tasks to a time scale | Minimum of one years’ experience in a professional Catering environment |
| Previous experience in a professional catering environment | |
| Ability to work as part of a team | |
| Ability to be flexible with the scheduling of shift patterns which include evenings and some weekends. | |

Personal Attributes

| Good communication skills both orally and in writing | Flexible attitude to differing work patterns and a willingness to work with different colleagues |
| High level of spoken English (this is essential for Health & Safety training and to be able to carry out the duties of the position) | Ability to work extra hours to cover absenteeism |
| Reliable and Punctual | |
| Self-motivated and a willingness to learn | |
| Enthusiasm for food and cooking | |

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 | |