

JOB DESCRIPTION

PASTRY CHEF

College Background

Since its foundation in 1869, Girton College has led the way in educational empowerment. The College was founded as the UK's first residential institution for the higher education of women and was part of an unstoppable global movement for full participation of women in political, professional and scholarly life. Girton has been fully mixed since 1979 and remains an inclusive, diverse, and supportive community that strives for excellence. The College has a long history of working to open access to a world class education for under-represented communities.

Girton is a relaxed, friendly and close-knit college set in 50 acres of greenbelt that provides a stimulating environment for its students, staff and Fellows. The College offers a holistic educational experience that combines academic rigour with a vibrant social scene as well as excellent welfare provision. It has some 120 Fellows in all, around 80 of whom are fully involved in day-to-day governance, teaching and research. In addition, the College depends on the hard work of over 135 administrative and operational staff who ensure the smooth running of Girton's buildings, services and its estate. Currently, the student community comprises 537 undergraduates and 330 postgraduates.

Department Background and Structure

Team/ Department: Conferencing and Catering Department
Reporting to: Executive Head Chef via Head Pastry Chef
Close working with: Kitchens/Front of House / Social Hub Café / Bar

Purpose of Job

Ultimately responsible to the Executive Head Chef and Sous Chefs, the Pastry Chef will report to and work alongside the Head Pastry Chef. They will be collectively responsible for the planning of the work in the area, the ordering of goods and the production of all items coming out of the pastry section as per business requirement. They will also support the management team with mentoring and managing junior staff and kitchen porters across the kitchen operations.

Role Duties and Responsibilities

- To work alongside the Head Pastry Chef producing the day-to-day work in the pastry section and supporting other areas as necessary.
- To work alongside the Head Pastry Chef to ensure the pastry section remains innovative, follows trends and seasonality, in keeping with Girton College Green Impact ambitions.
- To ensure all food safety policies and documentation are followed and completed as required.
- To assist with orders and goods received and ensure they are stored properly.
- To ensure required standards are adhered to in the production and preparation of food – in quality, quantity and safety.
- To promote good team spirit.
- To communicate closely with the Front of House team to ensure all relevant information such as

menus/allergens are correct and shared in a timely manner.

- To take part in relevant training, development opportunities and performance review.
- To promote good team spirit.

The successful candidate should be:

- Creative, versatile and comfortable in the general production of pastry goods/ dessert items.
- Passionate about food and enjoy producing food and keeping up with trends and the use of modern techniques.
- Very organised, able to plan and communicate clearly to others.
- Able to support other areas of the kitchen where necessary.
- Able to pay attention to details, adhering to ingredients and allergen awareness.
- Computer literate and embrace the use of computer-based software.
- Willing to develop themselves, keep up with industry trends and have an ambition to grow.
- Good at problem-solving and a strong communicator.
- Flexible to work 75 hours per fortnight, including evenings and weekends, as the business requires.
- Passionate about exceptional customer service in a results-based environment.
- Fully flexible towards duties, able to demonstrate initiative and proactivity, which are key to being successful in this role working with the head pastry chef.
- A Strong communicator to promote good relationships amongst the team and professional interactions with College members and visitors to the College.

Qualifications and Experience

- Proven skills and experienced gained in a similar commercial environment ideally with the following:
- An NVQ Level 2/3 in Catering or equivalent.
- A Certificate in Food Hygiene.
- Relevant pastry experience, gained in a busy commercial environment.
- Excellent culinary and patisserie skills.

General

- Any other duties at the Executive Head Chef / Sous Chef / Head Pastry Chef's discretion.
- The post holder will be required to work in accordance with College policies and procedures.
- The post holder will be expected to participate in training designed to minimise occupational risks. This may include manual handling training, safe use of Display Screen Equipment, PREVENT, GDPR and other data protection training and Health & Safety training as advised

This job description may be subject to change following consultation between the Line Manager and Postholder

PERSON SPECIFICATION

Short-listing will be based on the following specification, which candidates should bear in mind when preparing their application to ensure that their application and suitability reflects the essential requirements of the role.

Qualifications and Experience	Essential	Desirable
An NVQ Level 2/3 in Catering or equivalent	✓	
A Certificate in Food Hygiene		✓
Relevant pastry experience, gained in a busy commercial environment	✓	
Excellent culinary and patisserie skills	✓	
Skills and knowledge	Essential	Desirable
Reliable, thorough, and trustworthy	✓	
Ability to remain calm during times of pressure and in the face of multiple deadlines	✓	
Disciplined, talented and committed team worker	✓	
Highly developed interpersonal skills	✓	
Ability to work with minimal supervision	✓	
Ability to motivate others and an ability to adopt a hands-on approach in a varied and demanding team environment.	✓	
Previous experience in a similar environment	✓	
Other Qualities	Essential	Desirable

As an employer, we care for and look after our employees, ensuring fair and equal treatment. Any necessary adjustments will be considered to the above in keeping with the requirements of the Equality Act 2010.

Employment:

Salary	£28,759 - £29,605 per annum + benefits (Girton Single Spine Points 33 to 34)
Working arrangements	Full time, 75 hours per fortnight – includes evenings and weekends.
Contract term	Permanent, subject to a three-month probationary period.
Annual leave	26 days paid holiday plus 8 public holidays.
Other	<p>We also offer:</p> <ul style="list-style-type: none"> Life Assurance 3 X Annual salary Employee Assistance Programme Workplace Pension Health Cash Plan (MediCash) Cycle to Work Scheme Electric Car Scheme Gym & swimming pool Free Staff Lunch and refreshments Staff discount to hold private events in College Local Discounts via the University Access to a Holiday Playscheme <p><i>Some of the above are non-contractual</i></p>