

JOB DESCRIPTION

Sous Chef

College Background

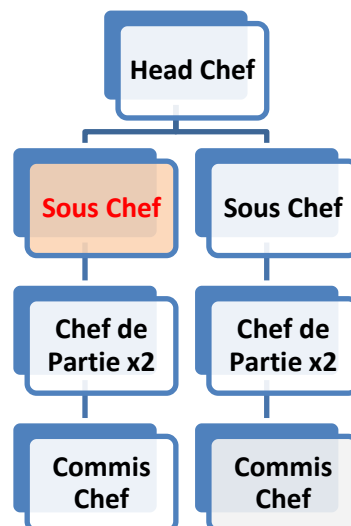
Since its foundation in 1869, Girton College has led the way in educational empowerment. The College was founded as the UK's first residential institution for the higher education of women and was part of an unstoppable global movement for full participation of women in political, professional and scholarly 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: Catering Department

Reporting to: Head of Catering Services via Head Chef



Purpose of Job

To support the Head Chef in ensuring that the highest standards of food preparation and presentation are provided consistently to Fellows, Students, Staff, Alumni and commercial Conference business within given costs and budget parameters.

Role Duties and Responsibilities

- Work with the Head Chef, all chefs and cafeteria support staff, to ensure the provision of consistently excellent food and service in the cafeteria and all other food service outlets and at all internal functions and for all College conference activities.
- Manage the kitchen team daily and assume full responsibility for the kitchen.
- Be aware of all daily menus and forthcoming functions.
- Ensure high standards of food preparation and presentation is maintained, checking quality and flavour of all food served. Monitoring portion control and wastages.
- To attend daily and weekly diary meetings.
- In conjunction with the Head Chef, undertake regular Health and Safety checks of equipment, premises, and working practices, and ensure that necessary remedial action is taken as appropriate; retain relevant Environmental Health documentation.
- In conjunction with the Head Chef, maintain, purchase, store, and quality-check all food products for the Catering Department; check invoices against purchase orders; ensure purchasing is obtained at most competitive prices within the Consortium.
- Working to a budget, ensure the secure and correct storage of all consumables; and ensure appropriate stock rotation.
- Undertake menu planning in conjunction with the Head Chef; price dishes for the cafeteria and functions as required; confirm daily numbers; minimise food wastage; and maintain appropriate records.
- Develop new dishes, experimenting with new ideas to keep up with modern cuisine.
- Assist the Head Chef to organise and write rotas for chefs and Kitchen Porters. This will include the need to ensure that adequate cover is in place particularly for weekends and functions.
- Must be able to lead, motivate, support, and inspire the catering team.
- Supervise and motivate all staff in line with good management principles; deploy staff to maximum efficiency; and ensure that excellent standards of work are achieved consistently.
- Assist the Head Chef to organise and participate in staff induction, training, personal development reviews meetings, and maintain appropriate records.
- Provide the necessary cover during periods of staff absence due to days off, holidays or sickness.
- To become familiar with, and work in accordance with, all College policies and procedures.
- The post holder will be expected to participate in training designed to minimize occupational risks. This may include manual handling training and other training as advised by the Health and Safety Officer.

- To undertake or participate in any other duties or tasks as reasonably directed or requested by the Head of Catering Services or the Head Chef.
- Girton College Catering Department will be responsible for providing regularly laundered protective clothing, plus supplying safety shoes that are non-slip and which must be worn whilst on duty.

General

- Any other duties at the discretion of the Head Chef or Head of Catering Services.
- 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 |
|---|-----------|-----------|
| • City and Guilds 706 1/2 qualification, NVQ or equivalent | ✓ | |
| • Awareness of the Food Safety Act 1990, Food Hygiene (General) Regulations 1970 and 1987, COSHH Regulations 1988, and Health and Safety at Work Act 1974 | ✓ | |
| • Relevant experience in a kitchen catering environment | ✓ | |
| • Minimum of intermediate level Food Hygiene Certificate | ✓ | |
| • Trained First Aider | | ✓ |
| • Previous experience in a similar position | | ✓ |
| • Supervisory experience in a similar environment | | ✓ |
| Skills and knowledge | Essential | Desirable |
| • Strong leadership, organisational time management and planning skills | ✓ | |
| • 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. | ✓ | |
| Other Qualities | 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 | ✓ | |
| • Customer/standards focused | ✓ | |
| • Willingness to work in accordance with a rota and to offer flexibility in hours of work on occasions | ✓ | |

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:

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| Salary | £32,296 - £35,880 per annum + benefits (Girton Single Spine Points 36 to 40) |
| Working arrangements | Full time, 75 hours per fortnight according to a rota. To include evenings and weekends. |
| Contract term | Permanent, subject to a six-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"> Workplace Pension Healthcare Cash Plan Life Assurance Electric Vehicle Scheme Cycle to Work Scheme Access to Healthcare 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> |