Junior Sous Chef

Job Description

Gonville & Caius is one of the oldest and largest Colleges of the University of Cambridge. Founded in 1348, it combines the best of Cambridge tradition with 21st century teaching and research.

Caius’ beautiful Old Courts are located right in the heart of Cambridge. The College is home to an academic community of around 780 undergraduate and postgraduate students, together with 110 Fellows and almost 200 staff.

Summary and purpose of the role

Job Purpose: Working closely with the Head Chef and Senior Sous Chef to ensure the smooth operation of food production for all College outlets including Master’s Lodge, Fellows, Special Functions, Junior members and Harvey Court.

Responsible College Officer: Operations Director
Head of Department: Catering Director
Responsible to: Senior Sous Chef

Responsible for: A brigade of chefs including, Chef de Partie’s, Demi Chef de Partie, Pastry Chef, Vegetable Chef, Kitchens Porters etc

Responsibilities:

To ensure that the kitchen meets its service requirements within the College the post-holder will:

- Work with the Head Chef and Senior Sous Chef, and all other chefs to ensure the provision of consistently excellent food and service in the College and at all internal functions and for all College external activities.
- Manage the Junior Sous chef’s kitchen team and support the Senior sous Chef.
- Supervision of the team under the shift for the day to day development of the Kitchen Chefs, Porters and cleaners, and liaising closely with the Senior Sous Chef and Head Chef regarding rotas and scheduling.
- 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 Senior Sous Chef and Head Chef to organise and participate in staff induction, training, and development activities, and maintain appropriate records.
• To attend College meetings as directed by the Head Chef/Senior Sous 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 & Senior Sous 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.
• Participate in the implementation and development of electronic purchasing, online recipes and any other innovations as directed by the Head Chef.
• Undertake menu planning in conjunction with the Head Chef and Sous Chef; price dishes for functions as required; confirm daily numbers; minimise food wastage; and maintain appropriate records, including allergen information.
• Assist the Head and Sous Chefs to organise and write rotas for chefs and oversee Kitchen Porter rotas. Ensure that adequate rotas are in place particularly for weekends when there are less staff available.
• Maintain effective communication within the kitchen, be responsive to staff suggestions and concerns and work to resolve problems.
• Check forward bookings and function sheets with the Co-ordinator and via the conference software management system and staff and plan appropriately.
• Develop new dishes, experimenting with new ideas to keep up with modern cuisine.
• Provide cover necessary 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 Senior Sous Chef, the Head Chef or Catering Director.
• Records Application of controls required for the food safety systems outlined in the HACCP plan.
• Deputising for the Senior Sous Chef as required.

Qualifications, Knowledge and Experience:

• Previous experience of kitchens service is essential.
• Knowledge of COSHH, H&S, Basic Food Hygiene is required; training will be given
Skills, Abilities and Competencies:

- Recognised formal qualification e.g. City & Guilds 1 and 2 or NVQ 1, 2 and 3
- Ability to motivate staff
- Ability to communicate at all levels
- Proven ability to develop effective and efficient working practices
- Proven all-round working ability
- Thorough knowledge of HACCP
- Supervisory skills
- Previous experience in a similar position
- Minimum of 2 – 3 years experience in a kitchen catering environment.
- Minimum of intermediate level Food Hygiene Certificate.
- Ability to work with minimal supervision
- Strong leadership, organisational time management, and planning skills.
- Highly developed Interpersonal skills

Hours of work
This is a full time post. The standard working week is 40 hours 5 days out of 7. However, the ability and willingness to adopt a flexible approach to working hours is expected and you will be required to work hours outside the normal working week or additional hours in order to meet the requirements of the role and the needs of the College. Appropriate time off in lieu arrangements will be made to cover extended working days.

Health and Safety
All staff must adopt a responsible attitude towards health and safety and to comply with any procedures as required by the College in order to ensure the health and safety of themselves, their colleagues and anyone else who may be affected by their actions. They must be prepared to undertake any training provided in relation to health and safety or which is identified as necessary in relation to their work.

Salary
The appointment carries a salary of £25,389 per annum.

General
The appointment will be subject to a six-month probationary period. The annual leave entitlement is 33 days (including Bank and public holidays). A free meal is provided for staff whilst working more than four hours per day. The college has a pension scheme to which the successful candidate would be automatically enrolled. The College also offers a medical cash back scheme.

Completed application forms should be returned to:
The HR/Personnel Office
Gonville & Caius College
Trinity Street
Cambridge, CB2 1TA
Email: jobs@cai.cam.ac.uk
Further information on the College is available on the website at www.cai.cam.ac.uk

The closing date for applications is noon Friday 13th June 2018

Interview Date Tuesday 19th June

College Background

Gonville & Caius College has a colourful history and owes its unusual name to the fact that it was founded twice. It was first founded in 1348 as Gonville Hall by Edmund Gonville, the rector of Terrington St Clement in Norfolk. Our second founder, John Keys, adopted a Latin form of his name, Caius (still pronounced Keys). Caius was a student at Gonville Hall before studying medicine at the University of Padua. Gonville Hall survived on modest means until Caius returned to find his old college in a dilapidated state. He set to work extending the College buildings and re-established the College in 1557.

The College is located on two main sites, Trinity Street in the centre of Cambridge and West Road, just across the Cam. Administrative, catering and residential accommodation is in the main College buildings in Trinity Street. In West Road, the Stephen Hawking Building and Harvey Court provide additional student accommodation, and conference facilities are available in the Stephen Hawking Building.

The College comprises some 530 undergraduate students, 250 graduate students, and 110 Fellows (lecturers, professors and other senior academic researchers and teachers) and almost 200 staff. The College community plays a significant role throughout the University. Our students come from all over the world and our undergraduates study all the subjects offered in the University. Our postgraduates play a vital role in the research activities of the wider University. Our Fellows have globally renowned research expertise, ranging from Ancient History to Cosmology and are all recognised as leaders in their fields.

The College has exceptional facilities: beautiful buildings around the Old Courts in the city centre, as well as modern en-suite accommodation set in extensive gardens just over the river at its West Road site. The College is equipped with excellent teaching and research resources, including an outstanding library and full computing facilities, (including a computer network covering all student rooms). Most importantly, the people of Caius have a spirit of endeavour and excellence which is as relevant today as when the College was first founded nearly 700 years ago. To find out more about the College, its history, research activities, teaching and day-to-day life, please explore our website on www.cai.cam.ac.uk