The College

Magdalene College (pronounced “Maudlin”) is one of Cambridge’s smaller Colleges and has been a seat of learning for some 550 years. The College has approximately 330 Undergraduates, 150 Graduates and 70 Fellows and other members of the High Table. Meals are served daily in term (30 weeks of the year) in the Main Hall (capacity 100), Ramsay Hall (capacity 80). Private functions are held in the Parlour (capacity 24). The College accommodates conference business, receptions and private functions during vacations outside term time and, in addition, some private lunchtime functions in the Main Hall during term time. The Buttery provides a Food & Beverage service to the College, and is responsible for serving Fellows, Students, Staff and Conferences, Banquets and Weddings.

RESPONSIBLE TO: Head Chef/ Senior Sous Chef/ Sous Chef/ CDP’s

PURPOSE: To assist in the preparation and service of food for college Fellows, students and staff

LATERAL RELATIONS: Buttery, Bar, Fellowship, Conference Office, Maintenance, College Porters, Housekeeping Team, Computer Office, Bursary and all other Departments within the College

EXTERNAL RELATIONS: Customers, nominated suppliers and representatives of companies on our supplier list, outside contractors from within the department or from other College departments
Main duties & responsibilities:

**GENERAL:**
- Assist in preparing, cooking and serving food, under guidance from a more senior chef
- Assist in ensuring the timely provision of high quality and optimum quantities of food from the College kitchen, relevant to the shift, for students, Fellows, staff and visitors, as directed by a more senior chef.
- Keep high standards of cleanliness on section where employed, also to assist in any job regarding hygiene or cleanliness asked for by a senior chef
- Ensure adherence to the organisation’s Food Safety and Health & Safety policies at all times.
- Assist with taking delivery and safe storage of deliveries on your shift along with kitchen porters using stock rotation and quality control checks.
- Ensure that necessary paperwork, administration, controls and records are undertaken and maintained as directed by the Head Chef to include Health & Safety, Food Safety and any other as requested.
- Participate in training programmes as required and, in liaison with the Head/Sous Chefs.
- Ensure that high standards of customer service are maintained at all times.
- Cover some aspects of different job roles as appropriate and as directed within reason.
- To abide and be aware of college policies
- To attend meetings where and when required

**FINANCIAL & SECURITY:**
- To maintain a high degree of security in the areas under your control and to inform management immediately of any pilfering or shortfalls in delivery
- To ensure that all staff have left the premises before they are secured, when on duty
- To ensure that everything is locked up and unnecessary electrics are turned off on leaving (hotplates, lights etc), when on duty
- To assist with stock takes on portion control foods (monthly)

**HEALTH & HYGIENE:**
- To maintain a high standard of hygiene required by the Food Safety Act 1990 & The Food Safety (General Food Hygiene) Regulations 1995.
- To ensure that all cutlery, crockery and glass wear etc. used during meal times, is clean and presentable.
- To check that all areas within your department are kept in a clean and presentable state
- To ensure that all hygiene schedules are completed, copies signed and filed in line with requirements
OTHER:
- Any reasonable request made by the Head Chef.
- To have a flexible approach, where possible, in moving set work shifts and hours to busier days when required to do so.

PERSON SPECIFICATION

The following criteria are appropriate to this post:

Qualifications, knowledge and experience:
1. GCSE level education or above
2. A recognised qualification in professional cookery, or working towards
3. Health and safety knowledge
4. Food hygiene certificate is desirable
5. Previous experience in a Commis Chef role, or undertaking training to gain a recognised qualification

Personal skills and abilities:
1. Cooking skills
2. Ability to follow instructions and learn from others
3. Enthusiasm
4. An ability work efficiently under pressure
5. Able to work successfully in a team
   Able to communicate clearly with others
Salary and Conditions

- The post is offered at a salary of £16,587 per annum plus annual bonus (non-contractual).

- Hours average 40 hours per week (full-time), working as part of the kitchen shift pattern.

- A uniform and meals on duty are provided. Other benefits include cycle to work scheme, Medicaid scheme, childcare voucher scheme and sports facilities.

- 33 days annual leave (including Bank Holidays). If applicable, annual leave must be taken when the kitchens are closed for two weeks during the Christmas period.

- There will be a six month probation period.

- The post-holder may, subject to meeting the enrolment criteria, be eligible to join the College’s auto enrolment pension scheme at the relevant time, with the option for enhanced employee and employer contributions following successful completion of the probationary period.

[GW/POS, Sept 2017]
[VH/JW, October 2015]

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