



MAGDALENE COLLEGE  
CAMBRIDGE



**Chef de Partie**

**Candidate Information Pack**

**July 2026**

## About Us

Magdalene College is one of the 31 Colleges of the University of Cambridge. It was originally founded in 1428 and re-founded in 1542. Although we are proud of our history, we are a thoroughly modern and forward-looking College.

There are roughly 600 undergraduate and postgraduate students in residence. 100 Fellows and the Master who together make up our College community. We have developed a strong programme in the Sciences alongside traditional strengths in Arts subjects and the first priority for students is academic work. There is a thriving extracurricular life in the College and we take pride in the high level of pastoral care offered to our students. Further information is available on the College website at [www.magd.cam.ac.uk](http://www.magd.cam.ac.uk).

## Magdalene College Values

Magdalene's greatest asset is its people: a resident community of nearly 800 students, Fellows, and staff.

The College's core values are **'freedom of thought and expression'** and **'freedom from discrimination'** and it encourages its Fellows, staff, students and visitors to engage in robust, challenging, evidence-based and civil debates as a core part of academic enquiry and wider College activity, even if they find the viewpoints expressed to be disagreeable, unwelcome or distasteful.

Magdalene College expects that you will:

- Treat all members of the College (including all staff, partners, students, fellows and visitors) with respect, courtesy and consideration at all times.
- Behave professionally and expect professional behaviour from others in the community (including all staff, partners, students, fellows and visitors).
- Take care of their own health and safety, not compromise the health and safety of others, and comply with College and departmental safety requirements.

## College Facilities for Staff

Staff are able to use the College gym which consists of a weights gym and a room with cardio equipment. The College also has a squash court and Eton Fives court. These can be booked through the Porters Lodge. Basketball, tennis and volleyball courts along with football Astro pitches can be booked through St John's College.

Magdalene is registered with Cycle Scheme, a tax-efficient scheme for buying a new bicycle.

During the summer staff may use the College punts for up to two hours. These should be booked through the Porters Lodge.

The College has a social committee who run events for staff, including the annual day trip which is open for all staff to attend.

## Meals

All staff working a shift of a minimum of 4 hours per day are eligible to take a free lunch. This includes permanent staff and those on a fixed term contract. The value of the meal is up to £7.20 per day which equates to over £1600 per year for those working in College 5 days a week.

## Family Friendly Policies

The College offers enhanced maternity, paternity and adoption pay as well as generous sick pay for those who have more than six months service. This is in addition to the flexible working policy. More details on all of these are in the Staff Handbook.

Staff are eligible to use the Tax-Free Childcare Scheme recently introduced by the government to replace Childcare Vouchers

## Benefits

The college offers a range of benefits, including:

- Group Life Assurance.
- Help@hand Portal where you can access remote GP appointments, medical second opinions, savings and discounts, financial support and much more.
- Wellbeing classes such as pilates and yoga.
- Flu jabs.
- College pension contributions of up to 12%.
- Eye tests with Specsavers.

## Department Information

### Working Conditions

Which statement best describes the environment in which the role will primarily be based?

Exposed to risks through the use of chemicals, equipment, lone working or night working. Follows documented processes to reduce risks to self or others.

### Physical Requirements

Which statement best describes the physical demands of the role?

Short periods of physically strenuous activity where there is no method, tool or adjustment that would reduce the frequency, or duration of the task (lifting, carrying, working in constrained spaces)

### Sensory Requirements

Which statement best describes the sensory demands of the role?

Uses tools/ equipment requiring the use of dexterity and/ or precision in order to complete a specific task

## Role Summary

The College is looking to appoint a Chef de Partie to work within the kitchens assisting in the day-to-day preparations of meals covering all College events.

Responsible to: Head Chef/Sous Chef

# Job Description

## Main Duties and Responsibilities

### General:

- Initiate and oversee the production of all meals produced during the shift and in preparation for other shifts.
- Ensure the timely provision of high quality and optimum quantities of food from the College kitchen, relevant to the shift, for students, staff and visitors, as directed by the Sous Chef.
- To supervise the activities of all the Trainee and/or Commis Chefs, Kitchen Assistants and Kitchen Porters during the shift.
- Ensure adherence to the College's food safety and health and safety policies at all times.
- Take responsibility for the ordering of stock as required and directed by the Sous Chef.
- Be responsible for taking delivery and safe storage of deliveries on your shift as directed by the Sous Chef.
- Ensure that necessary paperwork, administration, controls and records are undertaken and maintained as directed by the Head Chef to include health and safety, food safety and any others as requested.
- Participate in training programmes as required and, in liaison with the Sous Chef, ensure that training requirements for team members are identified and followed up.
- Ensure that high standards of customer service are maintained at all times.
- Cover some aspects of the Sous Chef role as appropriate and as directed.
- Any other reasonable duties as requested by the Sous Chef/ Head Chef.
- To maintain good relationships with Fellows, Students, commercial clients, customers and suppliers.
- To adhere to and be aware of College policies.
- To attend meetings as and when required

### Staffing:

- To keep overtime payments to a minimum by arranging, whenever possible, for time to be taken off in lieu.
- To ensure that you and all staff under your control wear uniform provided by the College when on duty, maintaining high standards of personal hygiene at all times.

### Financial and 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 (hotplates, lights etc), are turned off on leaving, when on duty.
- To assist with stock-takes on portion control foods (monthly).

### Health and Hygiene:

- To maintain a high standard of hygiene as required by the Food Safety Act 1990 and The Food Safety (General Food Hygiene) Regulations 1995.
- To ensure that all cutlery, crockery and glassware etc. used during mealtimes, 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:

### Knowledge and Experience

1. GCSE level education or above
2. A recognised qualification in professional cookery
3. Health and safety knowledge
4. Food hygiene certificate
5. Previous experience in a Demi or Chef De Partie role, preferably within a formal or fine dining environment

### Personal Skills and Abilities

1. Great cooking skills
2. An ability to multitask and work efficiently under pressure
3. An ability to delegate appropriately and lead by example
4. A good grasp of profit margins
5. Able to build effective and constructive relationships
6. Able to communicate clearly, professionally and concisely



## Remuneration and Benefits

### Remuneration

This post is offered at salary of £32,270 (plus cost-of-living rise) per annum.

### Hours of Work

The hours of work are 40 hours per week.

### Holidays

The College offers full time members of staff 33 days leave a year, including bank holidays. This is pro-rata for those who are not full time.

### Pension

The post-holder may, subject to meeting the enrolment criteria, be eligible to join the College's auto enrolment pension scheme (NOW Pensions) at the relevant time, with the option for enhanced employee and employer contributions following six months of employment and the successful completion of the probationary period, whichever is the later.

### Probationary and Notice Period

There will be a four-month probationary period. Upon successful completion of the probationary period, the notice period will be one month.

### How to Apply

Please download and complete both parts of the application form from the College website at [www.magd.cam.ac.uk/about/vacancies/non-academic](http://www.magd.cam.ac.uk/about/vacancies/non-academic)

Send your completed application by email to the HR Manager, Hannah Millward, at [hr@magd.cam.ac.uk](mailto:hr@magd.cam.ac.uk).

The College postal address is:  
HR, Magdalene College, Magdalene Street, Cambridge CB3 0AG

### Enquiries

Further enquiries about your application may be made by email to [hr@magd.cam.ac.uk](mailto:hr@magd.cam.ac.uk).

### Closing Date

9:00am Wednesday 29<sup>th</sup> July 2026