Sous Chef

Candidate Information Pack

April 2023
About Us
Magdalene College is one of the ancient Colleges of the University of Cambridge. It was originally founded in 1428 and re-founded in 1542. Although we are rightly proud of our history, we are a thoroughly modern and forward-looking College. We have developed a strong programme in the Sciences alongside traditional strengths in Arts subjects and the first priority for students is academic work. However, there is also a thriving extracurricular life in the College and we take pride in the high level of pastoral care offered to junior members. There are around 600 undergraduate and postgraduate students, and just over 100 Fellows and the Master who together make up our warm and thriving College community.

Further information is available from the College's website [http://www.magd.cam.ac.uk/](http://www.magd.cam.ac.uk/)

Department Information
The College provides a wide range of catering services to its members (students, alumni and Fellows) and staff as well as to external conference clients. Daily cafeteria meals (capacity 80) are provided for students as well as Formal Hall dining (capacity 100) during the university teaching term. In addition daily lunch along with High Table dining is prepared for the College’s Fellowship. There are regular formal College catering events on a weekly basis during the teaching term as well as a range of high-profile dinners throughout the College’s academic calendar.

The Kitchens team prepare the food and the Buttery provides a food and beverage service to the College and is responsible for serving customers.

Role Summary
The College is looking to appoint a Sous Chef to work within the kitchens to assist the Head Chef in ensuring the smooth, efficient and economical running of the department; to maintain an adequate supply of products under your control; to ensure high quality in food production; to follow all standards and procedures issued by the College and to ensure budgeted Gross Profit is achieved.

Responsible to: Head Chef/Head of Catering
Main Duties and Responsibilities

Health and Hygiene
- To assist the Head Chef with maintaining a high standard of food hygiene and of the personal hygiene of your staff as required by the Food safety Act 1990 and Food safety (General Food Hygiene) Regulations 1995. To understand and monitor the Health & Safety at Work Act 1974. It is imperative that all aspects of the ‘Assured Safe Catering’ clause of the Food safety Act is implemented and observed
- To ensure the cleaning and tidying of the kitchen stores and fridge/freezer
- Ensure legislation on smoking is enforced
- To ensure the return of all completed “Daily Hygiene Check Lists”

Finance and Security
- To maintain the security of the fridges, freezers and storerooms under your control and to be aware of any security flaws in the catering department and report to the management immediately
- To check the fridge daily to ensure that all food is utilised

Staffing
- To maintain good relationships with Fellows, Management, Students, members of the College and university, other College staff, customers and suppliers
- To ensure that the chefs are changed and ready for duty by the start of their shift, in the correct uniforms provided
- To assist the Head Chef with the training of all kitchen staff to ensure that they can perform their duties effectively and to the required standards; to provide an environment for staff development
- To assist the Head Chef with the implementation of the rota for the kitchen staff and to keep overtime to a minimum. Wherever possible, time is to be taken off in lieu. Ensure the team work the correct hours, reporting any issue’s.
- The uniform provided will be your responsibility and must be kept presentable and worn when on duty. The uniform remains the property of the College
- To assist the Head Chef with frequent liaison with your staff to ensure they are well versed on college policies and standards and are being constantly achieved with a team spirit
- To familiarise new staff with the training and induction programme

Food
- To ensure that standardised recipes are used, so that high quality and standards are maintained
- To ensure that a high standard of preparation and presentation is maintained and that all foods are served are checked for quality and flavour before service, using fresh ingredients wherever possible
- To make sure that all food is ready for service at the specified times. Monitor the portion control and presentation
- Ensure that all orders for fresh, frozen and dry produce are placed anticipating delivery problems and using nominated suppliers. Check prices on ordering and receiving to ensure that we are obtaining the correct prices and discounts. To ensure that all goods are put away in their respective store rooms as soon after delivery as possible. Goods to be signed for only after they have been checked
- To ensure that the stock under your control is rotated properly and keep wastage to an absolute minimum

Other
- Attend departmental meetings as required
To perform any reasonable request required by the management for the effective operation of your department

PLEASE NOTE: the above is not an exhaustive description and other requirements may emerge as necessitated by changing roles within Magdalene College and its overall objectives.

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 Sous Chef or Junior Sous Chef 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 £32,000 to 35,000 per annum, depending on experience.

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 will join the College’s auto enrolment pension scheme with generous additional contributionary options on completion of probationary period.

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 Cyclescheme, 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 £5.90 per day which equates to over £1300 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.

Probationary Period/Notice
There will be a six 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 https://www.maqd.cam.ac.uk/about/vacancies/non-academic.

Send your completed application by email to the HR Manager, Hannah Millward, at hr@maqd.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.