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 and 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

PURPOSE: To assist in the day-to-day running of the kitchen

LATERAL RELATIONS: Kitchen, 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 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 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.

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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 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
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
Salary and Conditions

- The post is offered at a salary of £22,000 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/JW Mar 2018]