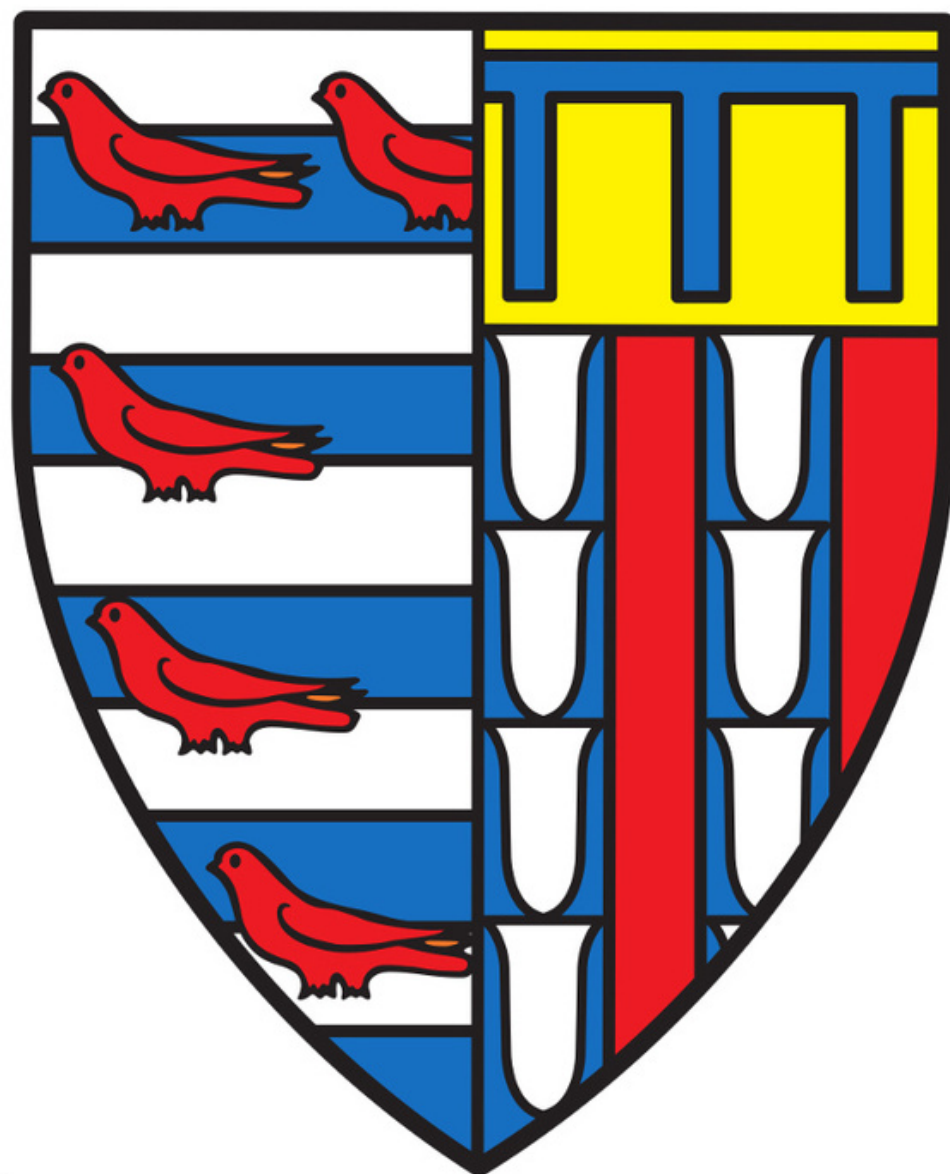


# PEMBROKE COLLEGE

CATERING DEPARTMENT

## JUNIOR SOUS CHEF



FEBRUARY 2024

CAMBRIDGE



## THE DEPARTMENT

From a business meeting, to a celebratory dinner or wedding reception, Pembroke College's Catering Team are experienced and well-trained in providing excellent food, facilities and service. When combined with our quintessentially English gardens and historic buildings, Pembroke College offers a rare and unique venue for hosting your important events. We cater for weddings exclusively for alumni and College members, reserving Saturdays throughout the long vacation for these unique events.

## THE ROLE

To help assist the Head Chef/Deputy Head Chef and Sous Chefs in the day-to-day running of the Kitchen, to support them in producing and maintaining the highest possible standard of food and service for students, Fellows, staff and guests. To also ensure the highest possible hygiene standards are achieved at all times. Ensuring all HACCP, food safety, health and safety systems are in place and monitored daily. Training of staff and delivery of food to agreed levels and standards. To be able motivate and develop the team whilst promoting a positive atmosphere within the catering team.

## SALARY & HOURS

**£33,462.00** per annum. 37.5 hrs per week.



# JOB DESCRIPTION

**Responsible to:** Head Chef

**Responsible for:** Supervision and training of all Chefs in conjunction with the Head Chef

**Location:** Pembroke College (Hot & Cold Kitchens)

**Skills:**

- Good culinary skills and the ability to develop others
- Creative and passionate about food
- Use a variety of cooking methods and have the ability to pass this onto other Chefs.
- Ability to motivate staff and work in harmony with colleagues
- Flexible in attitude and approach to work

**Budget Responsibilities:** None





# JOB DESCRIPTION

## Main Duties and Responsibilities:

- Deputising for the Sous Chef in their absence
- Assist the Sous Chef with leading of a shift and supervising staff in the preparation and service of food to Fellows, College guests, students and staff, achieving the highest possible standards at all times
- Ensuring the Kitchen is operating in the most economical way in terms of staff resource, energy usage and minimising food production costs
- Developing training plans and introducing the training with guidance from Head Chef/Deputy Head Chef/Sous Chef
- In conjunction with Head Chef, compile and submit food orders ensuring adequate rotation of stock at all times
- Continued development of signature dishes for function catering
- Encouraging the use of fresh produce at all times
- Ensuring the dishes are produced to the agreed standard recipe
- Plan, oversee and assist in the production and service of food at College Feasts, Dinners, special Fellows' Dinners, conferences and private catering events





## JOB DESCRIPTION

- Ensuring that all serveries are adequately manned by Chefs, prepared for service in a timely manner and that the presentation of food is immaculate throughout the meal period
- Ensuring that food service staff are fully briefed on menu content prior to service
- Conduct regular checks of all serveries during the meal period, checking for availability, presentation and cleanliness of food service area
- To attend and contribute as required at weekly meetings
- Ensure all HACCP and Food Safety procedures are fully complied with, by monitoring all kitchen staff and offering training when required
- To undertake and assist in any other tasks as instructed by the Catering and Events Manager within the overall function of the job.





# PERSON SPECIFICATION

## Essential:

### **Qualifications/academic achievements/education**

- NVQ Level 3 Professional Cookery is essential
- Basic food hygiene qualification

### **Skills/knowledge/training**

- Safe preparation and variety of cooking methods and have the ability to pass this onto other chefs
- Honest, reliable and hard working with the ability to work under pressure
- Creative and passionate about food
- Good culinary skills and the ability to develop others
- Ability to motivate staff and work in harmony with colleagues
- Flexible in attitude and approach to work
- Self-motivated with a desire to succeed

An ability to use a computer in order to perform basic tasks placing and receiving emails, placing online orders, menu planning

### **Experience – Depth of Experience required to do the job**

- Minimum two years' experience of working in a kitchen environment with some responsibility for managing and supervising of staff members
- Understanding of HACCP and COSHH

### **Personal attributes**

- Friendly, co-operative, helpful and approachable
- Responsible and trustworthy
- Ability to work as part of a team
- Flexible approach and accepting of change.
- Ability to communicate effectively to colleagues and other senior management personnel

### **Confidentiality**

- Confidentiality and management of personal data in line with Data Protection guidelines in place within the College is required



# ORGANISATION CHART

**HEAD CHEF**



**DEPUTY HEAD CHEF**



**SOUS CHEF**



**JUNIOR SOUS CHEF**





## ADDITIONAL INFORMATION

### **Health and Safety:**

Persons engaged in work for Pembroke College must adopt a responsible attitude towards health and safety and comply with any procedures as required by the College in order to ensure the health, safety, and welfare of themselves, their colleagues and any other persons that may be affected by their actions. They must be prepared to undertake any training required in relation to health and safety or which is identified as necessary in relation to their work.

The College operates a non-smoking policy; smoking is only permitted in the designated smoking areas.

### **Safer Recruitment:**

As part of our safer recruitment practices posts will be subject to the relevant compliance checks including an enhanced DBS check where this is appropriate.

### **Equal Opportunities:**

We are an equal opportunities employer and welcome applications from all suitably qualified persons regardless of their race, identity, sex, disability, religion/belief, sexual orientation or age.





## HOW TO APPLY

If you would like to have an informal conversation about the post,  
please call  
James Anderson on  
(01223) 764568

Please complete an Application Form and  
Rehabilitation of Offenders Form (compulsory), and an Equal  
Opportunities Form.

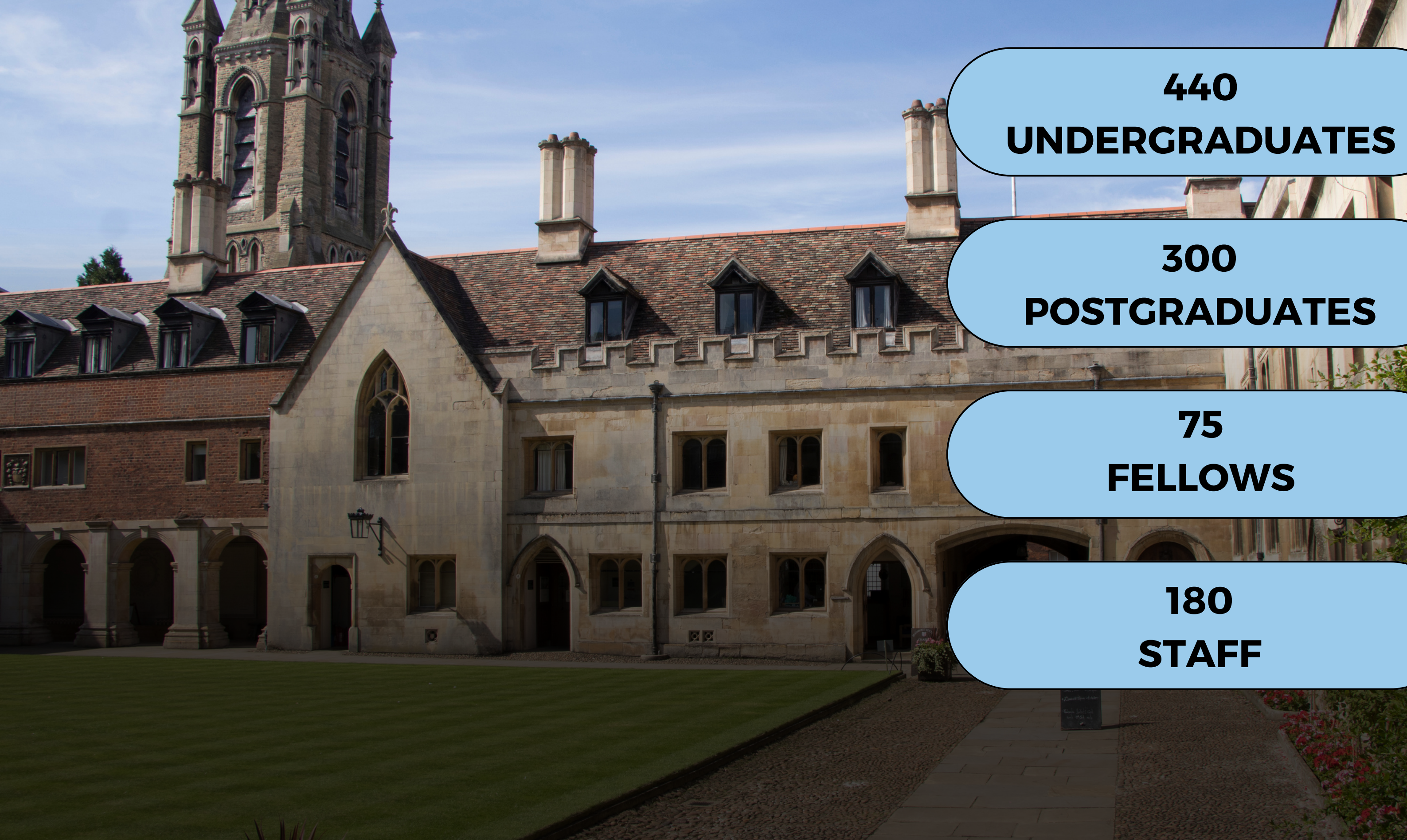
Completed application forms together with a covering letter can  
be emailed to: [hr@pem.cam.ac.uk](mailto:hr@pem.cam.ac.uk) or alternatively posted to The  
HR Office, Pembroke College, Trumpington Street, CB2 1RF.  
Please do not include separate CVs.

We look forward to hearing from you.

Privacy Statement







**440**  
**UNDERGRADUATES**

**300**  
**POSTGRADUATES**

**75**  
**FELLOWS**

**180**  
**STAFF**

## INTRODUCING PEMBROKE COLLEGE

Pembroke College, founded in 1347 by Marie de St Pol, Countess of Pembroke, is proud of its traditions. The third oldest of the Cambridge colleges, it was the first to have its own Chapel, and in the stained glass windows there and in our Library is evidence of the way we make light of that history. Located in the heart of the University city, Pembroke presents a tranquil environment with varied architectural styles framing beautiful gardens and open courts.

The College today is an intimate yet diverse community, committed to welcoming students of exceptional talent regardless of their social, cultural or educational background, and giving them the benefit of contact with a large and distinguished Fellowship. Pembroke thrives on conversations, between generations and disciplines - between undergraduates, graduates and senior Members, between current students and our alumni, and between the academy and the wider world.



## STAFF BENEFITS

Annual staff outing

Christmas gift for staff

Cycle to work and 'Buy a bike' schemes

Death in service benefit

Discounts on Dell products

Employee Assistance Programme

Free meal whilst on duty (see Swipe Card Guide)

Free passes to the Botanical Gardens

Local discounts with University Card

Medicash

NOW pension scheme

On site gym

Subsidised health care

and more.....

*SOME BENEFITS ARE NON-CONTRACTUAL AND MAY BE WITHDRAWN.*

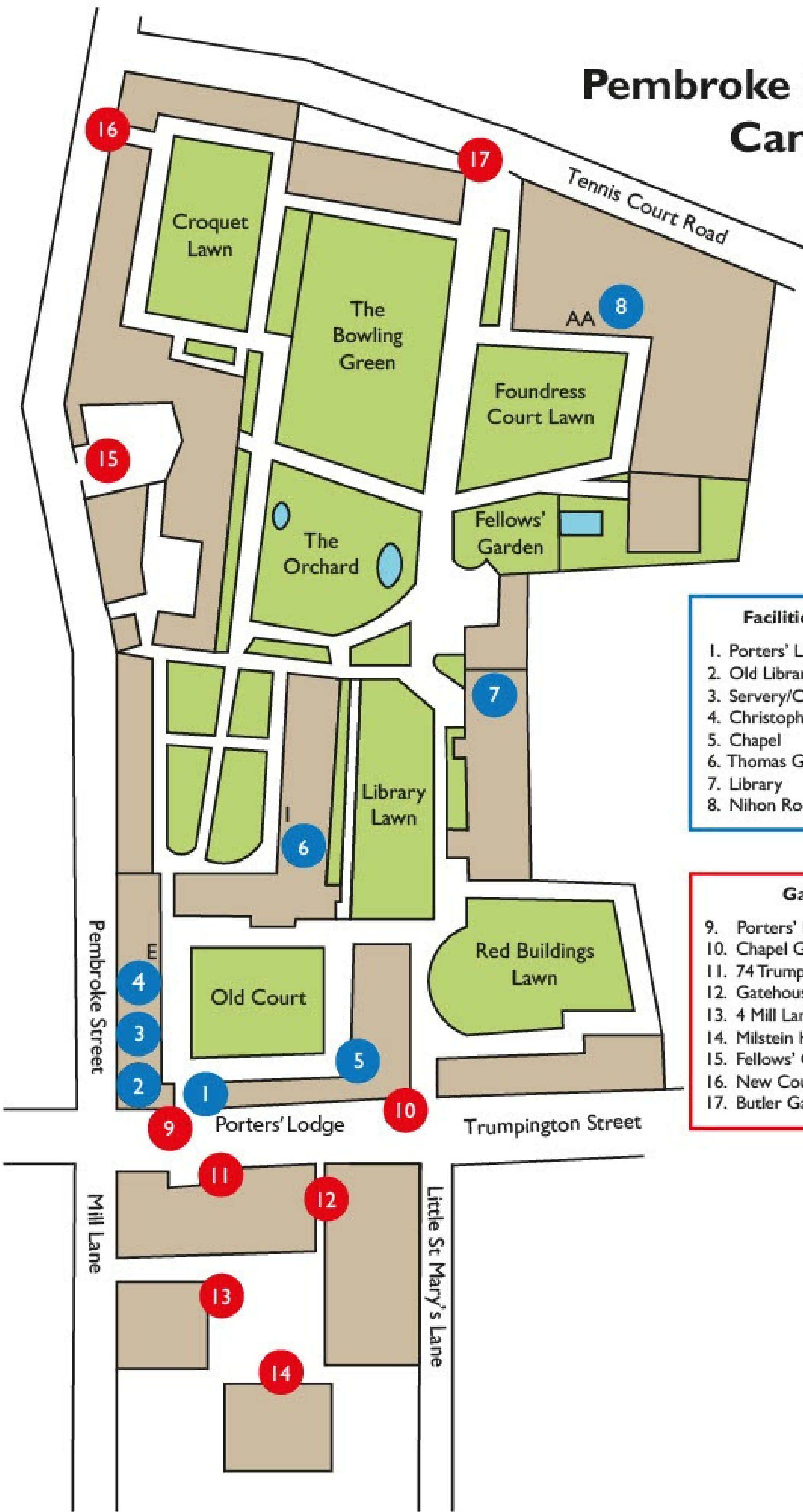
*SOME BENEFITS MAY BE SUBJECT TO A QUALIFYING PERIOD AND/OR SUBJECT TO TERMS.*



Pembroke College  
Cambridge



CB2 1RF



Facilities and Function Rooms

1. Porters' Lodge
2. Old Library
3. Servery/Canteen
4. Christopher Smart Room (E staircase)
5. Chapel
6. Thomas Gray Room (I staircase)
7. Library
8. Nihon Room (AA staircase)

Gates and Entrances

9. Porters' Lodge Main Gate
10. Chapel Gate (card access)
11. 74 Trumpington St Entrance
12. Gatehouse & Auditorium Entrance
13. 4 Mill Lane Entrance
14. Milstein House Entrance
15. Fellows' Car Park Entrance
16. New Court Arch Gate (card access)
17. Butler Gate (card or Porter access)