

JOB DESCRIPTION

CHEF DE PARTIE (CDP)

College Background

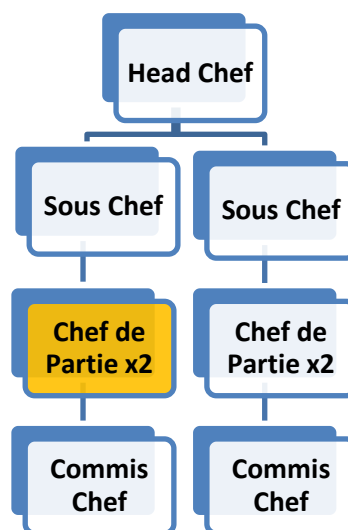
Since its foundation in 1869, Girton College has led the way in educational empowerment. The College was founded as the UK's first residential institution for the higher education of women and was part of an unstoppable global movement for full participation of women in political, professional and scholarly life. Girton has been fully mixed since 1979 and remains an inclusive, diverse, and supportive community that strives for excellence. The College has a long history of working to open access to a world class education for under-represented communities.

Girton is a relaxed, friendly and close-knit college set in 50 acres of greenbelt that provides a stimulating environment for its students, staff and Fellows. The College offers a holistic educational experience that combines academic rigour with a vibrant social scene as well as excellent welfare provision. It has some 120 Fellows in all, around 80 of whom are fully involved in day-to-day governance, teaching and research. In addition, the College depends on the hard work of over 135 administrative and operational staff who ensure the smooth running of Girton's buildings, services and its estate. Currently, the student community comprises 537 undergraduates and 330 postgraduates.

Role Purpose and Department Structure

Team/ Department: Catering Department

Reporting to: Head of Catering & Conferences via Head Chef



Purpose of Job

To support the Head Chef in ensuring that the highest standards of food preparation and presentation are provided consistently to Fellows, Students, Staff, Alumni and commercial Conference business within given costs and budget parameters.

Role Duties and Responsibilities

The main duties and responsibilities of the role are listed below. Please note these are not exhaustive but highlight the main tasks.

- Work with Head Chef and other chefs and cafeteria support staff, to provide consistently high-quality food and service in the cafeteria and all other food service outlets and at all internal functions and for all College conference activities.
- Run a section of the kitchen, taking responsibility of workload, keeping up standards and organising ordering for the section.
- Work with all staff in line with good management principles; deploy staff to maximum efficiency; and ensure that the highest possible standards of work are achieved consistently.
- Participate in staff induction, training, and development activities, and maintain appropriate records.
- Undertake regular Health and Safety checks of equipment, premises, and working practices, and ensure that necessary remedial action is taken as appropriate; retain relevant Environmental Health documentation.
- In conjunction with other team members maintain, purchase, store, and quality-check all food products for the Catering Department; check invoices against delivery notes; ensure the secure and correct storage of all consumables; and ensure appropriate stock rotation.
- Undertake menu planning in conjunction with the Head Chef and Sous Chefs to create and cost dishes for the Cafeteria, High Table, and other functions as required; confirm daily numbers; minimise food wastage; and maintain appropriate records.
- Provide cover necessary during periods of staff absence due to days off, holidays, or sickness and to be flexible with shift rotas.
- To be familiar with, and work in accordance with, all College policies and procedures.
- To participate in training designed to minimize occupational risks. This may include manual handling training and other training.
- To undertake or participate in any other duties or tasks as reasonably directed or requested by your Managers.
- To undertake or participate in any other duties or tasks as reasonably directed or requested by the Head of Catering Services or the Head Chef.
- During busy periods (eg College Functions and conferences), you may be asked to alter your shifts or to assist at other College sites. As much notice as possible will be provided to you on such occasions.
- Girton College Catering Department will be responsible for providing regularly laundered protective clothing, plus supplying safety shoes that are non-slip and which must be worn whilst on duty.

General

- The post holder will be required to work in accordance with College policies and procedures.
- The post holder will be expected to participate in training designed to minimise occupational risks. This may include manual handling training, safe use of Display Screen Equipment, PREVENT, GDPR and other data protection training and Health & Safety training as advised.
- Any other reasonable duties as requested by the Head of HR.

Every job description in the organisation will be subject to a review on an annual basis at the time of the PDR meeting and may be reviewed as a result of a change in strategic direction or operational requirements. It is the shared responsibility of the role holder and their line manager to ensure that job descriptions are kept up to date.

PERSON SPECIFICATION

Short-listing will be based on the following specification, which candidates should bear in mind when preparing their application to ensure that their application and suitability reflects the essential requirements of the role.

| Qualifications | Essential | Desirable | Method of assessment |
|--|-----------|-----------|--|
| City and Guilds 706 1/2 qualification, level 3 or higher NVQ in an appropriate subject or equivalent or <u>knowledge gained through experience of working in a kitchen catering environment</u> | ✓ | | CV and Cover Letter Interview |
| Minimum of Level 2 Food Hygiene Certificate | ✓ | | |
| Skills and Experience | Essential | Desirable | Method of assessment |
| Awareness of the Food Safety Act 1990, Food Hygiene (General) Regulations 1970 and 1987, COSHH Regulations 1988, and Health and Safety at Work Act 1974 and able to work in accordance with this legislation | ✓ | | CV and Cover Letter Interview Skill Test |
| Relevant experience in a kitchen catering environment | ✓ | | References |
| Organisational time management and planning skills | ✓ | | |
| Good interpersonal skills and the ability to form positive working relationships with colleagues. | ✓ | | |
| Ability to work with other staff and a willingness to adopt a hands-on approach in a varied and demanding team environment. | ✓ | | |
| Disciplined, talented and a committed team worker. | ✓ | | |
| Personal qualities | Essential | Desirable | Method of assessment |
| Reliable, methodical and thorough in all tasks undertaken. | ✓ | | CV and Cover Letter |
| Ability to remain calm during times of pressure and in the face of multiple deadlines. | ✓ | | Interview |
| A positive attitude and commitment to the delivery of a high standard catering service. | ✓ | | Skill Test |
| Able to provide cover during periods of staff absence due to days off, holidays, or sickness and to be flexible with shift rotas. | ✓ | | References |

As an employer, we care for and look after our employees, ensuring fair and equal treatment. Any necessary adjustments will be considered to the above in keeping with the requirements of the Equality Act 2010.

EMPLOYMENT

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|-----------------------------|---|
| Salary | USSS Point 33 - 34 - £30,378 to £31,236 (Pro-rata if applicable) (depending on skills and experience). |
| Working arrangements | <p>Full Time (75 hours per fortnight according to a rota – this includes evenings and weekends)</p> <p>We are also open to part time applications (an average of 37.5 hours per fortnight according to a rota – this includes evenings and weekends)</p> |
| Contract term | Permanent, subject to a three month probationary period. |
| Annual leave | Pro-rata of 26 days paid holiday plus 8 public holidays. |
| Other | <p>We also offer:</p> <ul style="list-style-type: none"> Life Assurance 3 X Annual salary Employee Assistance Programme Workplace Pension Health Cash Plan (MediCash) Cycle to Work Scheme Electric Car Scheme Gym & swimming pool Free Staff Lunch and refreshments Staff discount to hold private events in College Local Discounts via the University Access to a Holiday Playscheme <p><i>Some of the above are non-contractual</i></p> |