

JOB DESCRIPTION

Pastry Chef

College Background

Since its foundation in 1869, Girton College has led the way in educational empowerment. Founded as the UK's first residential institution for the higher education of women, Girton was part of a global movement for the full participation of women in political, professional, and scholarly life.

Fully mixed since 1979, Girton remains an inclusive, and supportive community, with academic excellence, intellectual curiosity, and widening participation at its core. Today, the College is home to around 900 students, 150 Fellows, and over 135 professional and operational colleagues.

Set in more than 50 acres of greenbelt, Girton combines rich Victorian heritage with outstanding contemporary facilities, offering a distinctive collegiate environment just outside the centre of Cambridge. The College provides a holistic educational experience, combining academic rigour with a vibrant cultural and social life, and extensive opportunities for personal development.

Girton's global community extends well beyond Cambridge, with more than 12,000 alumni in 116 countries. Our founding belief remains as relevant today as it was in 1869: that education can transform individual lives and help shape a better, more inclusive future.

Department Background and Structure

Team/ Department: Catering Department
Reporting to: Head of Catering Services via Head Chef
Close working with: Front of House / Social Hub Café / Bar

Purpose of Job

Reporting to the Head Chef and Sous Chefs, the Pastry Chef will work alongside the head Pastry Chef. They will be collectively responsible for the planning of the work in the area, the ordering of goods and the production of all items coming out of the pastry section as per business requirement. They will also support the management team into mentoring and managing junior staff and kitchen porters across the kitchen operations.

Role Duties and Responsibilities

- To work alongside the head pastry chef producing the day-to-day work in the pastry section and support other areas as necessary.
- working alongside the head pastry chef to ensure the pastry section remains innovative, follows trends and seasonality.
- To ensure all food safety policies and documentation are followed and completed as required.
- To promote good team spirit.
- to assist with orders and goods received and stored properly.
- Ensure required standards are adhered to in the production and preparation of food – in quality, quantity and safety.
- Work closely with the Front of House team to ensure best communication is happening and all relevant information such as menus/allergens are correct and shared in a timely manner.
- Take part with relevant training, development opportunities, performance review,

The successful candidate should be able to/have:

- Creative, versatile and comfortable in the general production of pastry goods/ dessert items.
- Passion for food, enjoys producing food and keeping up with trends and the use of modern techniques.
- Be very organised, able to plan and communicate clearly to others.
- Ability to support other areas of the kitchen where necessary.
- Ability to pay attention to details, adherence to ingredients and allergen awareness.
- Embrace the use of computer-based software and computer literacy.
- Be willing to develop him/herself and keep up with industry trends and have an ambition to grow.
- Have a problem-solving attitude and strong communication skills.
- Have the flexibility to work 75 hours per fortnight, including evenings and weekends, as business requires.
- Have a passion to deliver exceptional customer service in a results-based environment.
- Be fully flexible towards duties, ability to demonstrate initiative and proactivity are key to being successful in this role working with the head pastry chef.
- Strong communication skills to allow good relationships amongst the team, College members and visitors to the College.

Qualifications and Experience

Proven skills and experienced gained in a similar commercial environment ideally with the following:

- An NVQ Level 2/3 in Catering or equivalent.
- A Certificate in Food Hygiene.
- Relevant pastry experience, gained in a busy commercial environment.
- Excellent culinary and patisserie skills.

General

- Any other duties at the Head Chef / Sous Chef's discretion.
- 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

This job description may be subject to change following consultation between the Line Manager and Postholder

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 and Experience	Essential	Desirable
An NVQ Level 2/3 in Catering or equivalent	✓	
A Certificate in Food Hygiene		✓
Relevant pastry experience, gained in a busy commercial environment	✓	
Excellent culinary and patisserie skills	✓	
Skills and knowledge	Essential	Desirable
Reliable, thorough, and trustworthy	✓	
Ability to remain calm during times of pressure and in the face of multiple deadlines	✓	
Disciplined, talented and committed team worker	✓	
Highly developed interpersonal skills	✓	
Ability to work with minimal supervision	✓	
Ability to motivate others and an ability to adopt a hands-on approach in a varied and demanding team environment.	✓	
Previous experience in a similar environment	✓	
Other Qualities	Essential	Desirable

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:

Salary	£30,986 - £31,861 per annum + benefits (Girton Single Spine Points 33 to 34)
Working arrangements	Full time, 75 hours per fortnight – includes evenings and weekends.
Contract term	Permanent, subject to a three-month probationary period.
Annual leave	26 days paid holiday plus 8 public holidays.
Other	We also offer: - 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 <i>Some of the above are non-contractual</i>