Commis Chef – Further Particulars

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Commis Chef</th>
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<tbody>
<tr>
<td>Location</td>
<td>Hughes Hall, Cambridge CB1 2EW</td>
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<tr>
<td>Reporting to</td>
<td>Head Chef</td>
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<tr>
<td>Contract Type</td>
<td>Permanent</td>
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<tr>
<td>Probation Period</td>
<td>Six months</td>
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<tr>
<td>Salary Range</td>
<td>£18,282 per annum</td>
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<tr>
<td>Hours of Work</td>
<td>37.5 hours per week, 5 days out of 7 on a rota basis</td>
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<tr>
<td>Annual Leave</td>
<td>Annual paid leave of 25 days plus public holidays. Pro rata for part time members of staff</td>
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<td>Pension Eligibility</td>
<td>The College offers membership of a contributory pension scheme. Subject to your age and earnings level, you may be eligible for auto-enrolment into the scheme and you have the right to opt out at any time.</td>
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Hughes Hall is the oldest of the University of Cambridge’s six ‘graduate colleges’. It was established during the Victorian golden age of Cambridge college foundations with a pioneering purpose to provide postgraduate training for women teachers. Today the College accepts male and female students for all the subjects taught in the University. Our vision for Hughes Hall is to be a recognized leader in the University of Cambridge by 2050: a pioneering college for the third millennium. We are dynamic in our approach, developing a unique global impact at the cutting-edge of the academic, professional and commercial worlds.

As a mostly graduate college, Hughes Hall specialises in supporting students studying for taught and research graduate degrees. We also welcome mature students studying for undergraduate degrees. All students share in a distinctive and dedicated academic context created by a mature and committed community of scholars. A distinctive aspect of college life at Hughes Hall is a non-hierarchical culture where interaction and engagement between Fellows and students is open and encouraged. Unlike most colleges, Hughes Hall does not have a High Table reserved for Fellows at mealtimes.
Job Purpose
To work within the Catering team towards meeting the daily operational needs of the Department, primarily assisting the Sous Chef and Chef de Partie in the smooth running of the kitchen. The role will be predominantly focussed on food production duties but will also involve all other departmental work as required by the demands and staffing of each day.

Main Duties

- To help prepare, cook and present all dishes to a high standard which meets and exceeds the College’s expectations.
- To ensure that the kitchen area, equipment and storage areas are kept clean and tidy at all times.
- To serve food according to the style and operation of the College and to the required standard.
- Prepare baked foods, such as bread, alongside pastries and desserts.
- Create and prepare desserts in accordance with the existing menus.
- Decorate cakes and baked goods according to requirements.
- Inspect the quality of the ingredients and measure them for specific recipes.
- To work efficiently and safely.
- To liaise effectively with other staff on the team, Front of House and from other departments and with external service providers such as delivery staff.
- To be aware of food allergies and the appropriate measures in place to deal with these.
- To be commercially minded and work within budget constraints.
- To work to and maintain the highest standards of hygiene and food safety.
- To assist in the maintenance of all temperature records as required by the HACCP policy.
- To assist in ensuring that the Departmental Health and Safety and HACCP policies are adhered to.
- To undertake other duties that the senior chefs or the Conference & Catering Manager may require to achieve operational objectives commensurate with your post.

The above is not an exhaustive list of duties. The post-holder may be asked to take on different tasks as required and all employees are expected to work collaboratively to support the overall work of the College.
### Person specification

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<tr>
<th><strong>Essential</strong> Education and Experience</th>
<th><strong>Desirable</strong> Education and Experience</th>
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<tbody>
<tr>
<td>• Good level of education and understanding</td>
<td>• Knowledge of food safety legislation.</td>
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<td></td>
<td>• City &amp; Guilds 706/1 or NVQ 1&amp;2.</td>
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<td>• Previous experience of working in a busy kitchen</td>
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#### Skills and Abilities

- Ability to work as part of a team.
- Good customer service skills.
- Flexible and responsive in approach to direction received.
- Willingness to offer commitment to the post in terms of energy, enthusiasm and time.
- Adaptive and receptive to change and variety with the ability to cope with a varied and demanding workload.

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All staff at Hughes Hall are expected to engage in continuing professional development, to comply with the data protection legislation and to comply with college’s Staff Handbook, Health & Safety Policy and all relevant procedures.

**Screening Check Requirements**

We have a legal responsibility to ensure that you have the right to work in the UK before you can start working for us. If you do not have the right to work in the UK already, any offer of employment we make to you will be conditional upon you gaining it.

**Application Process**

To submit an application for this vacancy, please complete the job application form and include a covering letter outlining your reasons for applying for the role. Please also complete the College’s Equality and Diversity Form. These should be emailed to hr@hughes.cam.ac.uk. The closing date for applications is 4 January at midday.

Any information given will be processed for employment selection and statistical purposes. You will find all of the relevant Data protection Statements on our website at https://www.hughes.cam.ac.uk/about-us/foi-publications/ and also on page 7 of the application form.

For an informal discussion about the post, please contact the Dave Stannard on head.chef@hughes.cam.ac.uk. If you have any questions about the application process, please contact the HR Manager on hr@hughes.cam.ac.uk.