Chef de Partie

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Chef de Partie</th>
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<tbody>
<tr>
<td>Department</td>
<td>Catering</td>
</tr>
<tr>
<td>Location</td>
<td>Hughes Hall, Cambridge, CB1 2EW</td>
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<tr>
<td>Reporting to</td>
<td>Head Chef / Sous Chef</td>
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<tr>
<td>Responsible for</td>
<td>Junior chefs / catering staff within your section</td>
</tr>
<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</td>
<td>£20,836 (SP 26 on the University’s Single Salary Spine)</td>
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<tr>
<td>Hours of Work</td>
<td>37.5 hours per week including some weekend and evening work</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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<tr>
<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 Head Chef/Sous Chef in the smooth running of the kitchen. The role will be predominantly focussed on food production, overseeing the preparation, cooking, and presentation of meals and directing chefs / catering staff within your section. You will enforce strict health and hygiene standards and trouble shoot any problems that may arise. You will take direction from the Head Chef/Sous Chef on all matters involving health and safety, due diligence and staff development / training.

Main Duties

- To take responsibility for food service on a regular basis.
- To ensure all food served is of the highest quality, as requested by the Head Chef/Sous Chef.
- To work in each section of the kitchen as required and to the expected standards.
- To assist in the creation of inspirational menus, based on College requirements.
- To ensure a high standard of cleanliness and food hygiene practices are maintained in all areas.
- To ensure HACCP due diligence is recorded and updated as required.
- Adhere to all health, safety and security regulations including COSHH.
- To assist with checks of the kitchen, reporting any problems to the Head Chef/Sous Chef.
- To check off food deliveries, ensuring all food delivered is of the highest quality and the appropriate delivery record sheets are completed and signed.
- To ensure all staff have a working knowledge of the equipment within the kitchen.
- To deputise for the Head Chef/Sous Chef with placing orders.
- To deputise for the Head Chef/Sous Chef in his absence or as requested.
- To keep abreast of changes in market trends within the industry and conduct research as requested.
- To carry out any reasonable requests made by a member of the management team in a timely and cost effective manner.

Person Specification

<table>
<thead>
<tr>
<th>Education/Qualifications</th>
<th>Essential</th>
<th>Desirable</th>
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<tbody>
<tr>
<td></td>
<td>Educated to GCSE level</td>
<td>First Aid Qualification</td>
</tr>
<tr>
<td></td>
<td>NVQ Level 2 in Catering &amp; Hospitality (Food Preparation &amp; Cooking), or</td>
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</table>

**Essential**

- Educated to GCSE level
- NVQ Level 2 in Catering & Hospitality (Food Preparation & Cooking), or

**Desirable**

- First Aid Qualification
| **August 2019** | equivalent gained through apprenticeship  
- Basic Food Hygiene Certificate |
|-----------------|----------------------------------------------------------------------------------|
| **Experience**  | • Significant cooking experience in a similar type role  
- Experience working with and directing other chefs |
|                 | • Experience of working in an educational / campus context |
| **Skills/Knowledge Training** | • Knowledge of food safety legislation  
- Numerate with an ability to check off food deliveries and complete delivery record sheets  
- Ability to prioritise effectively and work to specific deadlines  
- Ability to work independently and as part of a team  
- Adaptive and receptive to change  
- A developed attention to detail  
- Minimum of two years’ experience in a professional catering environment  
- Ability to be flexible with the scheduling of shift patterns which include evenings and some weekends |
|                 | • Training on HACCP & COSHH systems |
| **Personal attributes** | • Creative and passionate about food  
- Customer-focussed attitude  
- Smart, professional appearance  
- Cheerful, positive disposition  
- Flexible approach  
- Good communication skills, both orally and written |
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 Thursday 26 September at 9am. A practical cooking assessment will form part of the interview process.

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 Head Chef 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.