



HUGHES HALL  
UNIVERSITY OF CAMBRIDGE

## Sous Chef

<b>Job Title</b>	Sous Chef
<b>Department</b>	Catering
<b>Location</b>	Hughes Hall, Cambridge CB1 2EW
<b>Reporting to</b>	Head Chef
<b>Responsible for</b>	Junior chefs / catering staff within your section
<b>Contract Type</b>	Permanent
<b>Probation Period</b>	Six months
<b>Salary Range</b>	£25,941-£27,511 depending on experience (SP33-SP35 on the University's Single Salary Spine)
<b>Hours of Work</b>	37.5 hours per week including some weekend and evening work
<b>Annual Leave</b>	Annual paid leave of 25 days plus public holidays. Pro rata for part time members of staff
<b>Pension Eligibility</b>	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

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 planning and directing food preparation and hygiene in the kitchen. The Sous Chef will be responsible for managing the kitchen team under the supervision of the Head Chef and assume responsibility for the kitchen function in the Head Chef's absence. You will build and maintain good relationships with all College members, customers and suppliers and be aware of problems that arise in the kitchen. The Sous Chef will be responsible for staff scheduling, mentoring junior chefs

and disciplining underperforming staff members in the Head Chef's absence. You will take direction from the Head Chef on all matters involving Departmental Standards Policy, Health and Safety Policy, due diligence and staff development / training.

**Main Duties**

- Run the kitchen in the absence of the Head Chef.
- Daily supervision of the junior chefs and kitchen porters with particular attention to the allocation of their duties and specific tasks.
- Demonstrate and maintain high standards of cooking to meet/exceed customer and College expectations.
- Assist the Head Chef in the control of daily food costs/ordering.
- Devise and plan menus for student and conference meals taking into account the special and varied requirements of the College community.
- Ensure receipt of goods and issue of items to main kitchen and other outlets. Quality and quantity of items should be checked. Stock rotation must be adhered to.
- Train and develop staff to achieve high standards of quality food production by teaching new skills, emphasising the importance of presentation, trying new dishes.
- Instil into the kitchen a culture of essential hygiene practices connected with the cooking and storage of food; the importance of clean, tidy, hygienic working practices, such as use of knives, chopping boards, table surfaces etc. Lead by example in observing the rules concerning personal hygiene and appearance.
- To adhere to all allergen policies.
- To undertake staff briefings with all team members at the start of their working Day.
- Ensure all daily record keeping is maintained.

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**

<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>
Qualifications and experience	Experience of managing junior chefs Experience of producing high quality, high volume meals Experience of producing fine dining dinners of large numbers Food hygiene qualification Effective organisation skills Ability to create menus and innovate catering offering	Previous experience in a similar environment Ability to manage costs and work within a specified budget
Skills and	Supportive team player	Uses initiative

attributes	Communicates effectively and openly with team, able to build good relationships at all levels Ability to priorities tasks and conflicting demands Willingness to accept additional responsibilities Flexible and positive Good sense of humour Excellent commercial awareness	
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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 Employee 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. Please also complete the College's Equality and Diversity Form. These should be emailed to [hr@hughes.cam.ac.uk](mailto:hr@hughes.cam.ac.uk). The closing date for applications is **Tuesday 22 October 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](mailto: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](mailto:hr@hughes.cam.ac.uk).