



HUGHES
HALL
UNIVERSITY OF CAMBRIDGE

Job Description Template

This is an exciting opportunity for a skilled chef to join Hughes Hall working in a close-knit team delivering high standards of food covering all aspects of the college food and dining offerings.

Job Title	Chef de Partie
Location	Hughes Hall, Cambridge CB1 2EW
Reporting to	Head chef/ Sous chef
Contract Type	Permanent
Probation Period	Six months
Salary Range	£22,847 - £24,174 Spine point 28 – Spine point 30 (depending on experience)
Hours of Work	37.5 hours per week Monday to Sunday, flexibility on patterns is available.
Annual Leave	Annual paid leave of 25 days plus public holidays. Adjusted pro rata for part time hours.
Pension Eligibility	The College offers membership of a contributory pension scheme with matched employer contributions up to 8%.
Mental Health Peer Support Programme	All staff members have access to the College's Mental Health Peer Support Programme, supporting Mind's Mentally Healthy Universities initiative
Additional Benefits	<ul style="list-style-type: none">• Medicash healthcare plan (https://www.medicash.org/)• Free lunches on working days• Free Life Assurance cover• Enhanced sick pay• Cycle purchase scheme• Annual season ticket loan• Free on-site car parking (subject to availability)

The University of Cambridge's oldest graduate college, Hughes Hall bears the name of its founding Principal, Elizabeth Phillips Hughes. Established in 1885 as a women-only teaching College, we now accept postgraduate students and mature undergraduates in all areas of study and research, offering scholarships and bursaries targeted at new and continuing students.

We are one of the most international colleges, bridging the academic and external worlds, with an open and informal atmosphere. A distinctive aspect of college life at Hughes Hall is

an egalitarian culture where interaction and engagement between the senior membership and students is open and encouraged; and everyone is allowed to walk on the grass!

A dynamic and progressive College, we have 56 Governing Body Fellows, 219 further Senior Members from all walks of life, 874 full- and part-time postgraduates and 177 mature undergraduates from more than 80 countries. Particularly distinctive is our “Bridge Fellows” programme, which brings a diverse group of outstanding individuals from outside the University into our Fellowship as full members of Governing Body. An oasis of calm and quiet near the busy city centre, we provide a relaxing yet stimulating environment for study and research. Hughes Hall is situated alongside Fenner’s Cricket Ground, just off the cosmopolitan Mill Road.

We are focused on being an intellectual force at the centre of the University, concentrating on translating research into impact and inter-disciplinary collaboration. We have strengths in five subject areas, broadly in the Sciences and Social Sciences, where collaboration between the academic and wider worlds thrives: Physical Sciences, Engineering and Mathematics; Life Sciences; Business and Economics; Education and Social Sciences; and Law. We have world-leaders in each of these fields developing dynamic communities of interest within the College, with a reach far beyond our boundaries.

A determination to change the world for the better is realised through our [Bridge](#) initiative which leverages the College’s multidisciplinary perspective, international nature, and external focus to help turn brilliant ideas into lasting change. The Bridge at Hughes Hall helps researchers build relevant skills and enables networking and matchmaking between our academic community and external partners. It is structured around four themes, in various stages of development, through which we aspire to have impact on societies and engage our students: Global Health; The Future of Education; Environment and Energy; and Artificial Intelligence and Big Data. The Bridge also supports our [centres](#): the Centre for Climate Change Engagement, Oracy Cambridge, Cambridge Governance Labs, and the Cambridge Centre for Digital Innovation.

These hubs of academic and professional innovation are having a wide-reaching influence, drawing global attention to Hughes Hall, and are one aspect of a large, vibrant, friendly, and ambitious community dedicated to supporting one another in the pursuit of excellence, using academic learning to bring about real change and growth in the world.

Our [website](#) contains further information about our history, people, work, and values.

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 the College's 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.

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

Essential	Desirable
<p data-bbox="193 1339 523 1370"><i>Education and Experience</i></p> <ul data-bbox="352 1451 788 1845" style="list-style-type: none"> • Experience working in a professional kitchen • NVQ Level 2 in Catering & Hospitality (Food Preparation & Cooking), or equivalent gained through apprenticeship • Educated to GCSE level or equivalent 	<p data-bbox="801 1339 1134 1370"><i>Education and Experience</i></p> <ul data-bbox="874 1451 1318 1482" style="list-style-type: none"> • Basic Food Hygiene Certificate

<p><i>Skills and Abilities</i></p> <ul style="list-style-type: none"> • Significant cooking experience in a similar role. • Ability to work within a team. <p><i>Personal attributes</i></p> <ul style="list-style-type: none"> • Creative and passionate about food. • Customer-focussed attitude. • Professional conduct and respectful. • Cheerful, positive disposition. • Flexible approach. • Good communication skills, both orally and written. 	<p><i>Skills and Abilities</i></p> <ul style="list-style-type: none"> • Advanced knowledge of international cuisine. <p><i>Personal attributes</i></p>
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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

The College has a legal responsibility to ensure that all its employees have the legal right to live and work in the UK. Any offer of employment will be subject to the College verifying that you are eligible to work in the UK before you start work.

If you are invited to interview, you will be asked to bring original documents from List A or List B (below) and a copy will be taken; alternatively, if you hold a 'digital immigration status', your Share Code will be required to access this status online.

- List A: Documents/statuses which denote an unrestricted and unlimited right to work in the UK
- List B: Documents/statuses which denote a temporary and/or restricted right to work in the UK

Application Process

To submit an application for this vacancy, please complete the job application form and include a covering letter outlining how you meet the job description and person specification.

You are also encouraged to complete the College’s Equality and Diversity Form. Hughes Hall values diversity and is committed to ensuring equality of opportunity. The College welcomes

expressions of interest and applications from candidates from all communities and a diversity of backgrounds.

All documentation should be emailed to hr@hughes.cam.ac.uk.

The closing date for applications is 15th July at midday. Interviews will be held at Hughes Hall, Cambridge week commencing 18th July.

Data Protection

Any information given will be processed for employment selection and statistical purposes. To understand how your personal data will be processed during the application process, please see the [Data Protection Statement for Job Applicants](#).

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.