Job Description

This is an exciting opportunity for a Senior sous chef to join the Hughes Hall team.

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Senior sous 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>SP 42 – £37,099</td>
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<tr>
<td>Hours of Work</td>
<td>37.5 per week Straight shifts with no splits, working only 1 in 4 weekends with most weekend work being 8am-4pm, during term time with the need to cover additional shifts during the summer period and for occasional one-off events.</td>
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<tr>
<td>Annual Leave</td>
<td>Annual paid leave of 25 days plus public holidays. Adjusted pro rata for part time hours. Annual leave should normally be taken outside Full Term.</td>
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<td>Pension Eligibility</td>
<td>The College offers membership of a contributory pension scheme with matched employer contributions up to 8%.</td>
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<tr>
<td>Mental Health Peer Support Programme</td>
<td>All staff members have access to the College’s Mental Health Peer Support Programme, supporting Mind’s Mentally Healthy Universities initiative</td>
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<tr>
<td>Additional Benefits</td>
<td>Medicash healthcare plan (<a href="https://www.medicash.org/">https://www.medicash.org/</a>) 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)</td>
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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 planning and directing food preparation and hygiene in the kitchen. The Senior 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 challenges that arise in the kitchen. The Senior Sous Chef will be responsible for staff scheduling, mentoring junior chefs and managing 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 and responsibilities

- Run the kitchen in the absence of the Head Chef and lead with a positive can-do attitude.
- To motivate all members of the kitchen team and facilitate smooth back of house operations, working in collaboration with front of house colleagues to ensure a harmonious department.
- 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 and ensure adherence to all allergen policies and legal requirements.
- To undertake staff briefings with all team members at the start of their working day and to ensure front of house staff are briefed on allergen and dietary information.
- 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

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<tr>
<th>Essential</th>
<th>Desirable</th>
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<tr>
<td><strong>Education and Experience</strong></td>
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<tr>
<td>NVQ. Level 2 or comparable</td>
<td>Advanced culinary training – in various forms</td>
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<tr>
<td>Food hygiene level 2</td>
<td>Level 3 or above food hygiene</td>
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<td>Experience working in a mix of dining setting covering fine dining and more informal dining and modern street food</td>
<td>Experience in a Cambridge college or comparable setting</td>
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<tr>
<td>Experience managing chefs and leading a team</td>
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<td>Experience working with high volume at high quality</td>
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<td>Experience of working in a diverse working environment</td>
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**Skills and Abilities**

- Ability to remain positive regardless of changing situations
- Ability to delegate work effectively amongst a team
- An understanding and open attitude towards all dietary requirements and food choices
- Working in an open, collaborative, and responsive manner building good working relationships
- A responsible and accountable approach
- Resilience to achieve objectives in a professional manner despite pressure or challenges
- Responsive to change and new approaches
- Methodical approach to work which is accurate in detail and efficient in time
- Ability to prioritise, with a flexible attitude to own workload
- Ability to work independently on own initiative, as well as collaboratively
- Maintain accurate, up-to-date records using various IT systems

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 domestic.operations@hughes.cam.ac.uk.

There is no closing date, candidates will be invited in to interview until the position is filled. Interviews will be held at Hughes Hall, Cambridge. Please note that this is being run as a rolling recruitment process. We will be assessing applications, shortlisting, and offering interviews as the applications are received.

**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.

If you have any questions about the application process, please contact the HR Manager on hr@hughes.cam.ac.uk.