Westminster College, Cambridge: Application Procedure

Position: Commis Chef

Thank you for your interest in the above position. We are enclosing a Job Description, Person Specification and Application Form.

How to apply:
To apply please complete the application form and return to details stated below.

Please reply promptly. Applications will be reviewed immediately for a start date in February. We are happy to receive the application as a hard copy or by email. Applications by post should be marked ‘Confidential’ on the envelope.

Please reply to:

Hannah Anderson
Domestic Manager
Westminster College, Madingley Road
Cambridge CB3 0AA

Email: hlp39@cam.ac.uk

For a confidential discussion on any aspect of the job or your application please telephone Hannah Peckham on 01223 33 06 36.

Please follow the accompanying instructions on where to return your completed form to.

Westminster College, Madingley Road, Cambridge CB3 0AA
Main Office: 01223 33 06 33
Email: admin@westminster.cam.ac.uk
www.westminster.cam.ac.uk
Westminster College, Cambridge: Job Description

Position: Commis Chef

Full time - 36.5 hours per week (includes evenings and weekends)
University grade 1 – £15,052 to £17,898

Reporting to the Domestic Manager through the Head Chef, but working as part of a wider team, you will be responsible for all aspects of the college’s food preparation business. This will include helping the Head Chef or Sous Chef in delivering the right amount and quality of food for the business and following food safety regulations at all time. You will have a basic level of skill, personal professional competence and organisation. You will be as creative as you can be, take initiative when appropriate and participate fully in the smooth running of the College.

You will be helpful and friendly and have a “can do” attitude. You will respect the Christian ethos of the College and its role as a centre for learning within the United Reformed Church.

General responsibilities

- Organise your time and work without continuous supervision.
- Have pride in your work, work to a high standard and provide a high level of service.
- Respect the privacy of residents.
- Work in a safe and conscientious manner, observing health and safety requirements, including those relating to COSHH, manual handling, working at height and fire regulations.
- Alert the Head chef or Sous Chef of any concerns or opportunities.

Particular responsibilities

You will:

- Follow recipes and instructions from Head Chef or Sous Chef to deliver menus for students, staff and conferences and events within the college.
- To support Head Chef or Sous Chef in development of catering services.
- To carefully ensure quality, nutritional balance diet for residential students.
- To follow the shift rota pattern as business requires.
- To be prepared to work flexible hours to cover the other team members’ leave or absences.
- To manage stock of ingredients and consumables.
- To receive deliveries, check against order and invoice. Check critical control points where applicable.
- To ensure that all deliveries are put away appropriately.
- To check invoice price and amounts delivered are accurate before authorisation.
- To prepare, cook and serve meals to the standard required.
- To observe, follow all legislative Health and Hygiene practices and policy.
- To accurately record and follow HACCP’s information’s, to manage and critical control points log.
- To follow and adapt to new methods, dishes and appliances instructed by the Head Chef or Sous Chef.
- To work efficiently with the Catering Staff.
- To assist with clearing, washing and storing crockery, cutlery and equipment required during and by the end of each shift.
• To ensure cleaning schedules are completed appropriately.
• Any other task as directed by the Domestic Manager, which are consistent with the aims of this post.

Other matters
You will have a flexible approach to working hours and be prepared to work evenings and weekends.

You will familiarise yourself with and at all times comply with regulations, policies and procedures of the College including Health and Safety and Fire regulations.

You will at all times act in the best interests of the College.

You will act within any standing orders or financial limitations imposed by the Governors, Management committee, Principal, Bursar or the Domestic Manager.

Expected Standards
• Communication - Communicate effectively with colleagues and internal and external customers
• Equality and Diversity - Act in ways that support a culture which promotes equality and values diversity.
• Health, Safety and Security – Act in ways that protect own and others’ health, safety and security.
• Customer service - Deliver excellent customer service
• Personal and People Development – Take responsibility for own personal development and develop skills and knowledge to enable effective work performance.

Further details available in Expected standards document

June 2017
Job Application Form

Job Applied for: Commis Chef (Full Time)

Surname:  
First Name(s):  
Address:  
Email:  
Contact Telephone Numbers:  

Home:  
Work:  
Mobile:  

Do you need a work permit to take up employment in the UK?
Do you require any special arrangements for interview and/or to help you take up this role? If so, please give details of any special arrangements or adjustments you would require to attend interview.

Rehabilitation of Offenders Act 1974
In order to protect the public, the post you have applied for is exempt from certain provisions of the Rehabilitation of Offenders Act 1974. You are therefore required to disclose all and any past or pending cautions or convictions, whether spent or otherwise, unless it is a “protected caution” or a “protected conviction” under the terms of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. All information provided will be kept in the strictest confidence and only used for the purpose of assessing your suitability for the post you have applied for.

Please specify below details of all and any past or pending cautions or convictions, either spent or otherwise, except for protected cautions or convictions. If you have no past or pending cautions or convictions, please specify “none.

Education
Please list all schools and colleges you have attended and qualifications achieved e.g. - GCSEs, A Levels, vocational qualifications, degrees etc.  List the most recent first.

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<th>From - To Monthly/Year</th>
<th>School/College</th>
<th>Examinations Taken</th>
<th>Results awarded</th>
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## Employment and Work Experience

Please describe briefly any work (whether paid or unpaid) which you have undertaken. List the most recent first. If you need to continue on a blank sheet, please do so.

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<th>From – To Month/Year</th>
<th>Employer</th>
<th>Job Title/Responsibilities</th>
<th>Achievements</th>
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## Professional Qualifications and Other Training

Please give details of any professional qualifications you may have achieved and courses you have undertaken which you feel are relevant to the advertised role.

|                      |          |                            |              |
### Specific Skills
Please give details of any specific skills, such as experience with computer packages and any other information not covered elsewhere, which is relevant to your application.

### Personal Interests
Please give details of any personal interests and activities.

### Supporting Statement
Explain why you have applied for this job, outlining relevant qualifications and experience as they related to the job description. Emphasise why you consider yourself to be a strong candidate and what you feel you can bring to the role. Please use a further sheet of paper if necessary.
### References

Please give details of two individuals, not related to you, who will provide employment references. One of these must be your present or most recent employer. The other should be a person who is able to comment on your ability to perform the role for which you are applying.

Please note that references will not be approached prior to interview and your permission will be sought before any contact is made.

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### Availability

Please give the date from which you are available for employment.

### Consent

1. I hereby give my consent to Westminster College, who are processing the data supplied on this application form, only for the purpose of recruitment and selection, for a maximum of six months.

   **Please select**
   - [ ] Yes
   - [ ] No

   Signed: Date:

   Name (please print):

### Declaration

1. I declare that the information I have given on this form is, to the best of my knowledge, true and complete. I understand that if it is subsequently discovered any statement is false or misleading, or that I have withheld relevant information, my application may be disqualified or, if I have already been appointed, I may be dismissed.

2. I accept that if my application is successful, this application form will form part of my Personnel file and, in that case, I consent to the data on it being processed for all purposes in connection with my employment.

   Signed: Date:

   Name (please print)