Westminster College, Cambridge: Application Procedure

Position: Sous 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:  **Sous Chef**

Full time - 36.5 hours per week (includes evenings and weekends)

University grade 4 – £22,214 to £28,936

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 delivering the right amount and quality of food for the business, implement food safety regulations at all time and inspire/train junior staff. You will have a good level of skill, personal professional competence and organisation. You will be creative, take initiative 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**

- Work in a pro-active manner
- Take professional responsibility for your own work
- Promote timeliness of service delivery at all times
- Produce a high standard of work
- At all times seek to improve the service provided
- Alert the Head Chef of any concerns and opportunities

**Particular responsibilities**

You will:

- Depute to the Head Chef in his absence
- Lead and supervise the team in the preparation and service of food to College students, support and teaching team and guests, achieving the highest possible standards of service at all times
- Ensure that the kitchen is run in the most economical way in terms of staff resources, energy and minimising of food production costs
- Adhere to standards of operation as directed by Food Safety and Health and Safety legislation (including Food allergies management)
- In conjunction with the Head Chef, compile and submit food orders ensuring adequate rotation of stock at all times
- Assist the Head Chef with planning and development of cyclic menus for all areas of food service
- Assist the Head Chef to deliver signature dishes for fine dining
- Encouraging the use of fresh and local produces at all times
- Ensuring that dishes are produced to the agreed standard recipe
- Plan, oversee and assist in the production and service of food at all College’s events
- Carefully ensure quality and nutritional balance of meals for residential students
- Ensure all special dietary requirements are catered for adequately taking nutritional balance into consideration
- Exceeding customer expectation in all areas of business
- Ensuring that all areas are sufficiently manned at all time, ready for service and the presentation of the food is immaculate
• Ensuring that food service staff are fully briefed on menu content
• Control the servery frequently during service to ensure it is replenished, clean and sound
• Assisting the Head Chef with training plans for the kitchen team
• Provide on-the job training for the kitchen team

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:** Promote a culture of open and effective communication to enable constructive relationships with colleagues and internal and external contacts.

• ** Equality & Diversity:** Actively foster an environment which nurtures equality and cherishes diversity.

• ** Health Safety & Security:** Promote, monitor and maintain best practice in health, safety and security.

• ** Customer Service:** Work collaboratively to develop a customer service culture which fosters continuous improvement.

• ** Personal and People Development:** Take responsibility for own personal development and support the development of others to enhance their skills and knowledge.

*Further details available in Expected standards document*

*June 2018*
Job Application Form

Job Applied for: **Sous Chef (Full Time)**

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<tr>
<th>Surname:</th>
<th>Contact Telephone Numbers:</th>
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<tr>
<td></td>
<td>Please indicate convenient times for us to contact you. Discretion will be used when contacting you at work.</td>
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<td>Home:</td>
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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.

<table>
<thead>
<tr>
<th>From – To Monthly/Year</th>
<th>School/College</th>
<th>Examinations Taken</th>
<th>Results awarded</th>
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</table>
### 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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<tr>
<th>From – To</th>
<th>Employer</th>
<th>Job Title/Responsibilities</th>
<th>Achievements</th>
</tr>
</thead>
</table>

### 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.

<table>
<thead>
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### Personal Interests
Please give details of any personal interests and activities.

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### 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.

<table>
<thead>
<tr>
<th>Supporting Statement</th>
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<tbody>
<tr>
<td>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.</td>
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</table>
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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<th>Name</th>
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<td>How is the referee known to you?</td>
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<td>Position</td>
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Availability

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

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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)