**Westminster College, Cambridge: Application Procedure**

**Position: Chef**

We are excited to be looking for a full-time Chef for our day-to-day catering operations. Candidates must be able to demonstrate a minimum of 3 years’ experience working in professional kitchens.

The ideal candidate must be passionate about food, take pride in their work and follow strict food hygiene practices. They must be self-motivated and able to work on their own as well as being part of a small team.

We are enclosing a Job Description so you can see what a typical day might look like and an Application form if you would like to join us.

**How to apply:**

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

Applications will be reviewed immediately. We are happy to receive the application as a hard copy or by email. Applications by post should be marked ‘Confidential’ on the envelope.

The closing date for applications is 12 noon Monday 9th August 2021.

Short-listing by Friday 13th August 2021.

Interviews with trial shift to take place the week commencing Monday 16th August 2021.

**Please reply to:**

**Write to: Hannah Anderson**

**Hospitality Manager**

Westminster College, Madingley Road

Cambridge CB3 0AA

**Email:** **Hannah Anderson**

[hlp39@cam.ac.uk](mailto:hlp39@cam.ac.uk)

For a confidential discussion on any aspect of the job or your application please telephone Hannah Anderson on 01223 33 06 30.

**Westminster College, Cambridge: Job Description**

**Position: Chef**

**Full time - 73 hours over 2 weeks (may include evenings and weekends)**

**University grade 3 – £23,067 - £25,941**

Reporting to the Hospitality Manager, and working as part of a wider team, you will be responsible for the College’s food preparation business. You will enjoy a certain level of autonomy and will be working closely with the Hospitality Manager and Commis Chef. Your team will be responsible in delivering nutritional and well-balanced meals to the College community and the Conference business, as required and following dietary requirements. You will ensure that right amount and quality of the food for the business are delivered as well as ensuring food safety regulations are followed at all times.

You will have a good level of skills, professional competence and strong 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 Resource 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 wider team to any concerns and opportunities

**Particular responsibilities**

You will:

* Along with the support of one other team member, you will prepare and deliver food to the College community ensuring the highest possible standards at all times
* Ensure that the kitchen is run in the most economical way in terms 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)
* Compile and submit food orders ensuring adequate rotation of stock at all times
* Planning and developing of cyclic menus for the College community
* Encouraging the use of fresh, sustainable and local produces where possible
* Ensuring that dishes are produced to the agreed standard recipe and all food allergens are correctly labelled in menus
* Plan and deliver the production of food for the College’s events and conference business (excluding Weddings, currently outsourced)
* Carefully ensure quality and nutritional balance of meals
* 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

**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 Hospitality 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***

**Person Specification**

| ***ESSENTIAL*** | ***DESIRABLE*** | ***MEASUREMENT*** |
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| 1. **Education and Training** | | |
| * Educated to NVQ2 level or equivalent in professional cookery with good spoken English skills * Valid Level 2 Food hygiene Certificate * Valid Allergen training course certificate | * Level 3 in Food hygiene and Health and Safety certificate * Completed training in HACCP and or food safety systems * Allergen management training | Application Form / Interview |
| 1. **Relevant Experience** | | |
| * Recent and relevant experience working in a kitchen environment (minimum 3 years at Chef de Partie level) | * Experience in College kitchen or similar environments * Experience in new opening or re-starting businesses | Application Form / Interview |
| 1. **Special Knowledge and Skills** | | |
| * Respect for the Christian ethos of the College * Respect for all College visitors (including customers, volunteers and URC colleagues or members) * Good understanding of HACCP and food safety systems * Good all round kitchen knowledge * Good understanding of food allergens * Basic level of computer literacy * Passion and enthusiasm towards cooking * Ability to cope under pressure | * Ability to create and develop menus including menu costings * Experience in working for not for profit organisation | Application Form / Interview / Trial shift |
| 1. **Special Qualities and Aptitudes** | | |
| * Motivated by new challenges * Emerging leadership skills * Good communication skills * Proven capacity to work alongside others and alone * Pro-active, able to take initiative and able to work alone when required * Reliable * Helpful and friendly with a ‘can do’ attitude * High standard of, and pride in, work * Able to understand, anticipate and contribute * Professional approach * Prepared to train and develop and to support training and development of others * Able to take on specific responsibilities * Good level of organisation skills * Proven customer focused approach to work |  | Application Form / Interview / Trial shift |
| 1. **Any other requirements** | | |
| * A willingness to work flexibly across the year, as the role may include some 7am starts and 11pm finishes on a rota basis, including weekends. * Living either walking distance or driving with own transport as shifts may start at 7am regardless of bank holidays when public transports may be restricted. | * Living within 20 miles’ radian or 45 minutes from the College for easy travel * Own transport | Application Form / Interview |

***July 2021***

**Job Application Form**

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| Job Applied for: ***Permanent, Full Time Chef*** |

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| Surname: |  | Contact Telephone Numbers: |
| First Name(s): |  | Please indicate convenient times for us to contact you. Discretion will be used when contacting you at work.  Home:  Work:  Mobile: |
| Address: |  |
| Email: |  |

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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 convections. If you have no past or pending cautions or convictions, please specify “none. |

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| **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.** | | | | |
| From – To  Month/Year | | School/College | Examinations Taken | Results awarded |
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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. | | | | |
| From – To  Month/Year | | Employer | Job Title/Responsibilities | Achievements |
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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. |
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| **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. |
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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. |
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| **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. | |
| Name: | Name: |
| How is the referee known to you? | How is the referee known to you? |
| Position: | Position: |
| Address: | Address: |
| Telephone: | Telephone: |
| E-mail: | E-mail: |

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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): |

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| **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) |