Westminster College, Cambridge: Job Description

Position: **Sous Chef**  
Full time, (includes evenings and weekends)  
University grade 4 - £29,762 - £30,487

Reporting to the Hospitality Manager through the Head Chef, you will work as part of a wider team handling Westminster College’s catering and food preparation. This includes developing practices and delivering the right amount and quality of food for the business. You will at all times implement food safety regulations and inspire/develop the operation in conjunction with the Hospitality Manager and Head Chef. You will have a good level of skill, 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 and/or Hospitality Manager of any concerns and opportunities.

**Particular responsibilities**

You will:

- Act as the Head Chef in his absence
- Proactively work and engage with the catering team in the preparation and service of food to college students 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 both novel and 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 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 always sufficiently manned, 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 as required.
You will familiarise yourself with and always comply with regulations, policies and procedures of the College including Health and Safety and Fire regulations.
You will always 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

### 1. Education and Training

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| • Educated to NVQ2 level or equivalent in professional cookery with good spoken English skills.  
  • Level 2 food hygiene completed.  
  • Allergen management training | • Level 3 food hygiene  
  • Completed training in HACCP and/or food safety systems.  
  • Allergen management training | Application Form / Interview |

### 2. Relevant Experience

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| • Recent and relevant experience working in a kitchen environment.  
  • Experience of leading a team of chefs or running a section  
  • Experience in fine dining kitchen environment | • Experience in College kitchen | Application Form / Interview |

### 3. Special Knowledge and Skills

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| • 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 and ability to teach and motivate others.  
  • Good understanding of allergens  
  • Basic level of computer literacy  
  • Passion and enthusiasm towards cooking with local, fresh, or seasonal ingredients  
  • Experience in working for not-for-profit organisation.  
  • Ability to cope under pressure and to manage others during peak times.  
  • Ability to lead a team in the absence of the Head chef. | • Ability to create and develop menus including menu costings.  
  • Experience in creating and following budgets. | Application Form / Interview / Trial shift |

### 4. Special Qualities and Aptitudes

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| • Helpful and friendly with a ‘Can do’ attitude.  
  • Good communication skills  
  • Proven capacity to work alongside others.  
  • Pro-active, able to take initiative and able to work alone when required.  
  • High standard of, and pride in, work  
  • Able to understand, anticipate and contribute.  
  • Professional approach and reliable  
  • 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 |

### 5. Any other requirements

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| • A willingness to work flexibly across the year, as the role involves 7am starts and 11pm finishes on a rota basis, including weekends. | • Living within 20 miles radius or 45 minutes from the College for easy travel  
  • Own transport | Application Form / Interview |

*February 2024*