



<b>Job title:</b>	<b>Chef de Partie</b>
<b>Responsible to:</b>	Executive Head Chef/Catering Manager
<b>Place of work:</b>	All Sidney Sussex College owned properties/sites in and around Cambridge
<b>Salary range:</b>	Band 4 on the Sidney Sussex College Pay Scheme which ranges between £23,400 - £26,312 per annum pro rata
<b>Hours:</b>	Fixed term appointment from immediately to December 2021. Full time, average of 40 hours per week worked across a 2 week shift system which includes working alternate weekends and some split shifts. Some flexibility is required.
<b>Holidays:</b>	25 days annual leave plus 8 public holidays pro rata. Due to the nature of the College's activities, there may be the requirement to work on any public holidays which occur during term time. A day off in lieu will be given.
<b>Pension scheme:</b>	The College offers membership of a contributory pension scheme provided by the Universities Superannuation Scheme (USS). Subject to age and earnings level, you will be auto enrolled into this scheme and you retain the right to opt out.

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**Job Summary**

The College's catering department is responsible for providing a comprehensive catering service to Fellows, alumni, students and staff, along with conference and bed and breakfast guests. Service includes formal dining arrangements and cafeteria provision, as well as high end functions, feasts, weddings and occasional outside catering. The role of Chef de Partie is to assist the Head and Senior Chefs to provide an efficient and professional catering service to the College.

**Key Responsibilities****1. Ensuring the highest possible standards of food preparation:**

- To prepare high quality and appropriate quantities of food for the various services which cater for Fellows, alumni, students and staff and to conference and bed and breakfast guests;
- To produce a wide variety of dishes to a high specification to the standards determined by the Head Chef;
- To make menu suggestions to the Head Chef with associated costings;
- To be aware of and work within the College guidelines regarding allergens;
- To be aware of and work within the College guidelines for the safe storage of food and minimise food wastage.

**2. Maintaining excellent standards of health and hygiene:**

- To achieve and maintain the highest possible standards of health and hygiene and report any deficiencies to the Head Chef.
- Ensure that the College food safety policy is adhered to at all times.
- Ensure the College Health and Safety policy is adhered to all times.
- Maintain a high standard of hygiene within your section including all equipment.
- Ensure that you are appropriately dressed and wear a clean uniform each day.

### 3. Working as an efficient member of the Catering team:

- To take an active part in daily team briefings.
- Develop a good working relationship with all members of the Catering team.
- To be prepared to work additional hours/shifts where business demands.
- Undertake other related duties as requested.

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.

### **General Responsibilities**

- To take part in the College's appraisal scheme and to undertake training as required.
- To be responsible for your own health and safety in the workplace.
- To fully comply with all the College's policies including equality of opportunity and data protection.
- To undertake any other reasonable request or duties commensurate with your post.

### **The College**

Sidney Sussex was founded in 1596 and is, therefore, one of the traditional Cambridge Colleges. While we may be old in terms of our foundation, we are a forward-looking College enjoying excellent facilities in a very attractive central Cambridge location and with a strong sense of community for all who work or study here.

We are one of the smaller Colleges, with some 350 undergraduate students and approximately 190 graduate students. This small size contributes towards the community spirit we enjoy. The College has about 50 active Fellows (i.e. academic staff), and about 100 staff.

## PERSON SPECIFICATION:

	<b><i>Likely to include</i></b>	<b><i>Desirable</i></b>
Qualifications	<ul style="list-style-type: none"> <li>• NVQ Level 3 in Catering or equivalent</li> <li>• Certificate in Food Hygiene</li> </ul>	<ul style="list-style-type: none"> <li>• First Aid</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• Experience of working in the Food Service industry to a high standard</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in a University or College environment</li> <li>• Experience of over-seeing the work of others</li> </ul>
Specific knowledge/ technical skills	<ul style="list-style-type: none"> <li>• Excellent culinary skills</li> <li>• Ability to achieve and maintain high levels of service and hygiene</li> <li>• Ability to work under pressure</li> <li>• Accuracy and attention to detail</li> <li>• Excellent customer service skills</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of food allergens</li> </ul>
Personal attributes	<ul style="list-style-type: none"> <li>• Quality focus               <ul style="list-style-type: none"> <li>○ Delivers work to a high standard of quality and professionalism</li> <li>○ Is open and responsive to constructive feedback</li> </ul> </li> <li>• People focus               <ul style="list-style-type: none"> <li>○ Is polite, reliable and responsive</li> <li>○ Builds effective working relationships with colleagues within the team</li> <li>○ Understands the importance of users and their needs</li> </ul> </li> <li>• Leadership/Team working               <ul style="list-style-type: none"> <li>○ Keeps supervisor aware of progress and any issues</li> <li>○ Able to work as part of a team or independently</li> </ul> </li> <li>• Collaboration               <ul style="list-style-type: none"> <li>○ Works effectively with colleagues within the team</li> <li>○ Positively responds to requests from others for assistance</li> </ul> </li> <li>• Resilience               <ul style="list-style-type: none"> <li>○ Admits mistakes</li> <li>○ Recovers from setbacks in a timely and constructive manner</li> </ul> </li> <li>• Adaptability               <ul style="list-style-type: none"> <li>○ Demonstrates a positive attitude and a willingness to adapt to change</li> <li>○ Ability to learn new skills; participate in on-going personal development</li> </ul> </li> <li>• Problem solving and decision making               <ul style="list-style-type: none"> <li>○ Follows procedures as required</li> <li>○ Recognises when there is a problem</li> <li>○ Asks for help, when appropriate</li> <li>○ Ability to prioritise tasks and good time management</li> </ul> </li> </ul>	

*Sidney Sussex College is an equal opportunities employer.*

Updated September 2021