



<b>Job title</b>	Head Chef
<b>Responsible to:</b>	Domestic Bursar
<b>Place of work</b>	All Sidney Sussex College owned property/sites in and around Cambridge
<b>Salary Range:</b>	Starting salary from £40,000 pa to be discussed at interview
<b>Hours:</b>	This is a full-time role, currently 40 hours per week and is responsible to the Domestic Bursar. The ability and willingness to adopt a flexible approach to working hours, including evenings and weekends is expected, and you may be required to work additional hours from time to time in order to fulfil the requirements of the role and the needs of the College.
<b>Holidays:</b>	25 days annual leave plus 8 public holidays. Due to the nature of the College's activities, there may be a requirement to work on public holidays. 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**

Sidney Sussex College is one of the 31 colleges in the University of Cambridge, with over 355 undergraduate students, 275 postgraduate students, 80 Fellows and 100 assistant staff.

A major multimillion pound refurbishment of the College Kitchens, Old Dining Hall and the Mong Hall was completed in July of this year. This is therefore an exciting time to be part of a new kitchen set up and be at the forefront of further raising the overall standards of the food and service to the highest level.

The Head Chef is expected to lead the development and delivery of innovative, exciting, and high-quality food, from a variety of outlets, including the Main College Dining Hall, Masters Lodge, Cafeteria, and various smaller dining and meeting venues.

This is a rare opportunity for an experienced and talented professional to make a real difference. As a visionary culinary leader, a passion for food, expert eye for detail, first class management of the kitchen and its staff and commercial acumen will ensure that the team delivers consistent and outstanding services across the College and in a range of formats, including daily lunch and dinner for up to 200, formal dining for 120 on a weekly basis, formal College events (Feasts), commercial events, buffets and small prestigious lunches and dinners.

## **Key Responsibilities**

### **Food Production, Innovation and Quality**

The main responsibility of the role is to produce world class food for the world's leading academic community. As a minimum the food offering needs to meet the following criteria:

- Freshly made, appealing, with plenty of choice and variety throughout the week.
- Promoting healthy diet, sustainable and where possible sourced locally.
- Multicultural dishes suitable for various diets, including allergies and intolerances.
- World class fine dining menus rivalling award-winning restaurants.
- Focus on vegetarian and vegan dishes supporting the College's aim for a significant reduction in red meat consumption.

### **Training and Development**

The College operates a policy of continuous learning and development. The Head Chef is responsible for:

- Ensuring that the relevant online training modules are completed by the whole team within the agreed timeline.
- Completing staff appraisals and ensuring that the outcomes are both factored into the departmental training plans and measured regularly throughout the year, to ensure that progress is maintained.
- Provide continuous on-the-job coaching and training for the team.
- Keeping abreast with the latest trends in the industry and attending relevant courses as required.

### **Finance Management and Cost Control**

The Head Chef is responsible for managing the kitchen expenditure and supports the Conference Manager in achieving the department financial budget.

- Working within the set budget for payroll and food costs.
- Working with the College procurement partner to ensure that all orders are placed with the nominated suppliers, using contracted products and prices.
- Managing stock and ordering professionally to ensure that minimum stock levels are held.
- Ensure that all menus are fully costed and priced appropriately before they are implemented.
- Rota according to demand and minimising the use of agency staff.

### **Health and Safety**

The Head Chef is responsible for ensuring that all personal responsibilities are met under food safety and health & safety legislation. The College leadership team expect the Head Chef to lead, develop and implement a culture of safety within the kitchen, and where current practice or legislation require, to create systems which ensure that the department operates to the best industry safety standards.

As a minimum, the following is required:

- A kitchen induction training plan for new team members and agency staff.
- Full implementation of the College HACCP procedures and record keeping.
- Diligent temperature monitoring and recording.
- Annual training for the team.
- COSHH data sheets and chemical usage.

### **Leadership**

The College recognises that the Head Chef is a pivotal and important member of the support staff leadership team. Through their personal example and by sharing industry best practice, the Head Chef is expected to:

- Be a proactive and positive member of the support staff leadership team.
- Inspire the team to develop, grow and have fulfilling careers.
- Drive high levels of productivity.
- Originate, coach and develop an apprenticeship training programme.
- Mentor the team.
- Lead the kitchen health & safety agenda as part of the College health & safety team.

#### **General Responsibilities**

- 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 this post.

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.

**PERSON SPECIFICATION:**

	<b><i>Likely to include:</i></b>	<b><i>Desirable:</i></b>
Qualifications, and background	<ul style="list-style-type: none"><li>• Educated to A level or equivalent</li><li>• Possession of at least one or more of the following qualifications:<ul style="list-style-type: none"><li>- City &amp; Guilds diplomas in professional cookery</li><li>- BTEC HND in professional cookery</li><li>- A foundation degree in culinary arts</li></ul></li><li>• Health and safety and food hygiene certificates</li></ul>	<ul style="list-style-type: none"><li>• Degree or equivalent qualification</li></ul>
Experience	<ul style="list-style-type: none"><li>• A proven track record and solid experience as a Head Chef or Senior Sous Chef in an organisation of a similar size.</li><li>• Experience must include fine dining in one or more of the following: contemporary British restaurant with awards; a 4 or 5-star hotel restaurant with a fine dining restaurant and banqueting service; an institutional environment the same as or similar to an Oxbridge College.</li></ul>	
Specific knowledge/skills (technical)	<ul style="list-style-type: none"><li>• IT literacy in Microsoft Word and Excel.</li></ul>	Knowledge of hospitality service packages

<p>Personal attributes</p>	<ul style="list-style-type: none"> <li>• Quality focus <ul style="list-style-type: none"> <li>○ promotes high standards and professionalism across the department</li> <li>○ influences others to have high regard for quality</li> <li>○ allocates resources to meet priority demands</li> </ul> </li> <li>• People focus <ul style="list-style-type: none"> <li>○ builds and maintains effective working relationships across the College</li> <li>○ actively seeks to understand and respond to needs of others, including users, staff and College leadership</li> <li>○ follows through on agreements and commitments</li> </ul> </li> <li>• Leadership <ul style="list-style-type: none"> <li>○ assumes accountability for all aspects of the department</li> <li>○ clearly defines priorities for the department</li> <li>○ displays authority and uses appropriate interpersonal styles to lead, motivate and get the best from their team</li> <li>○ manages underperformance</li> </ul> </li> <li>• Collaboration <ul style="list-style-type: none"> <li>○ motivates others to work together to achieve desired outcomes for the Department, College and users</li> <li>○ engenders a positive team spirit throughout the department</li> <li>○ handles conflict effectively</li> </ul> </li> <li>• Resilience <ul style="list-style-type: none"> <li>○ maintains excellent composure even in tense and challenging situations</li> <li>○ willing to take ownership of difficult matters before involving others</li> </ul> </li> <li>• Adaptability <ul style="list-style-type: none"> <li>○ promotes continuous improvement</li> <li>○ identifies and implements the right level of change</li> </ul> </li> <li>• Problem solving and decision making <ul style="list-style-type: none"> <li>○ reviews relevant information and resolves problems for benefit all round</li> <li>○ anticipates problems and possible solutions</li> <li>○ develops alternatives and considers wider impact before making a decision</li> <li>○ takes accountability and can justify decisions</li> </ul> </li> </ul>
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*Sidney Sussex College is an equal opportunities employer.*

*Updated November 2021*