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| Job title: | Casual Commi Chef |
| Responsible to: | Head Chef |
| Place of work: | All Sidney Sussex College owned property/sites in and around Cambridge |
| Salary: | Sidney Sussex College Pay Scheme, currently £10.72 per hour plus holiday pay (equates to £12.01 per hour inclusive of holiday pay) |
| Hours: | Offered on a no mutual obligation basis as and when there is a requirement for work to be done. |
| Holidays: | Holiday pay is paid every quarter and is calculated based on 28 days holiday per annum (inclusive of public holidays). |
| Pension Scheme: | 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. |

Job Purpose

To work within the Catering team towards meeting the daily operational needs of the Department, primarily assisting the Chef de Parties in ensuring the smooth running of the kitchen. The role will be predominantly focused on improving skills surrounding the safe production of food.

Main Duties

- Assist with the production of high quality, freshly prepared food as directed by the Head Chef/Sous Chef and or Chef De Parties.
- Assisting in regular and routine cleaning in line with cleaning schedules ensuring that the kitchen area, equipment and storage areas are kept clean and tidy at all times.
- Understand and inspect the quality of the ingredients and measure them for specific recipes.
- To work efficiently and safely to expected standards
- To liaise effectively with other staff on the team
- To ensure excellent and enduring standards of both food hygiene/safety and personal hygiene/presentation throughout the kitchen department.
- To be aware of food allergies and the appropriate measures in place to deal with these.
- To understand and assist in ensuring that the Departmental Health and Safety and HACCP policies are adhered to.

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 further 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:

| | <i>Likely to include</i> | <i>Desirable</i> |
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| Qualifications | <ul style="list-style-type: none"> • Certificate in Food Hygiene | <ul style="list-style-type: none"> • Working towards Level 2 NVQ • Knowledge of food allergens |
| Experience | <ul style="list-style-type: none"> • Experience of working in the Food Service industry | <ul style="list-style-type: none"> • Experience of working in a University or College environment |
| Specific knowledge/ technical skills | <ul style="list-style-type: none"> • Willingness to learn and progress within craft | <ul style="list-style-type: none"> • Ability to achieve and maintain high levels of service and hygiene • Good basic cooking skills • Ability to work under pressure |
| Personal attributes | <ul style="list-style-type: none"> • Quality focus <ul style="list-style-type: none"> ○ Delivers work to an expected standard of quality and professionalism ○ Is open and responsive to constructive feedback • People focus <ul style="list-style-type: none"> ○ Is polite, reliable and responsive ○ Builds effective working relationships with colleagues within the team ○ Understands the importance of users and their needs • Team working <ul style="list-style-type: none"> ○ Keeps senior members of the team aware of progress and any issues ○ Able to work as part of a team or independently • Collaboration <ul style="list-style-type: none"> ○ Works effectively with colleagues within the team ○ Positively responds to requests from others for assistance • Resilience <ul style="list-style-type: none"> ○ Admits mistakes ○ Recovers from setbacks in a timely and constructive manner • Adaptability <ul style="list-style-type: none"> ○ Demonstrates a positive attitude and a willingness to adapt to change ○ Ability to learn new skills; participate in on-going personal development • Problem solving and decision making <ul style="list-style-type: none"> ○ Follows procedures as required ○ Recognises when there is a problem ○ Asks for help, when appropriate ○ Ability to prioritise tasks and good time management | |

Sidney Sussex College is an equal opportunities employer.

Updated November 2022