



Robinson College

Chef de Partie

CANDIDATE INFORMATION PACK

CLOSING DATE: WEDNESDAY 18
OCTOBER, 9AM



About Robinson College

The College is a centre of academic excellence with about 400 undergraduates and about 300 postgraduates. Sir Richard Heaton is Warden of the College and there are approximately 90 Fellows and 125 non-academic staff.

Robinson College is the most recent addition to the 31 colleges which make up the University of Cambridge. It owes its foundation to the generosity of Sir David Robinson whose endowment is the largest single gift ever accepted by the University. Planning for the College began in 1973 when trustees were appointed; building started in 1977 and the College moved into its new accommodation in October 1980. Her Majesty The Queen officially opened the College on 29 May 1981.



Reports to: Head Chef, Senior Sous Chef, Junior Sous Chef

Purpose of the job

To prepare, cook and present food as directed by the Head Chef in the kitchen operation at the College for Students, Fellows and College and for external conference and functions clients.

To maintain hygiene and food safety standards at all times.

To ensure careful cost and resources control to minimise wastage



SALARY AND CONDITIONS

- Full Time, 37 hours per week
- Permanent
- 5 out of 7 working pattern
- Salary £26,145 per annum

COLLEGE BENEFITS

- 25 days annual leave, plus bank holidays (pro rata for part time appointments), increasing with length of service up to an additional 5 days
- Contributory auto-enrolment pension scheme
- Death in service benefit
- Free lunch in College
- Enhanced sick pay after qualifying period
- Enhanced family friendly pay after qualifying period
- Access to a benefits website which provides savings and discounts on a wide variety of purchases, as well as days out, gift cards and other offers
- Generous Salary Extras discounts –incl. Cycle to Work scheme
- Training and development opportunities
- Free parking may be available subject to capacity
- Access to University Card with subsidised travel on U bus between Madingley Road Park and Ride or Cambridge Train Station and the College
- Exercise space for a small termly charge
- Staff social club events throughout the year
- Annual flu jab subject to criteria



1. 1.TASK LIST AND RESPONSIBILITIES: The tasks, functions and any key responsibilities of the job, to be carried out on a daily, weekly, monthly, etc basis.

1.1 To work to the agreed staff rosters to meet anticipated activities

1.2 To prepare and cook menu items, ensuring adequate portions are produced to the required standard to meet business needs and not over-produced to cause wastage and unnecessary costs.

1.3 To help develop the department products and presentation. Specifically to assist HC in revising and up-dating menus on an annual basis.

1.4 To work in a hygienic and safe manner at all times.

1.5 To order stock from stores, ensuring that advance thought is given to requirements and that stock control recording is maintained

1.6 Ensure the use of heat, light and power within your control is used conservatively.

1.7 Build and maintain good working relationships with the food service team to ensure the smooth running of the operation.

1.8 To ensure that all food is handled and stored correctly and in keeping with the HACCP policy.

1.9 Any other reasonable tasks required by your line manager

2. PUNCTUALITY, ATTENDANCE & APPEARANCE:

2.1 To be ready to commence duties at the appointed time.

2.2 To remain on duty, productively working, until the appointed finishing time.

2.3 To attend work as scheduled.

2.4 To notify your supervisor/manager of any absences (e.g. holidays, sickness) that may occur in accordance with the procedure laid down in the Staff Handbook.

2.5 To dress in the required uniform/protective clothing or in accordance with the set Appearance and Dress Code.

2.6 To pay appropriate attention to personal hygiene.



3. ATTITUDE TO WORK & CARRYING OUT INSTRUCTIONS: Willingness and enthusiasm with which work is carried out.

3.1 To be reliable in the carrying out of instructions and tasks and to operate on a “right first time every time” basis.

3.2 To be trusted to perform at least at the required standard and to be relied upon to complete tasks accurately/correctly.

3.3 To listen carefully to instructions and to carry them out as directed.

3.4 To check if you have not clearly understood what is required of you.

4. PRODUCT KNOWLEDGE: The knowledge and experience required to carry out this job to the expected standard.

4.1 To undertake training as required in order to develop and improve your knowledge and expertise.

4.2 To be able to help and direct others accurately/correctly.

4.3 To develop general knowledge of the College location and layout, other departments’ services and products and this department’s services and products.

5. CUSTOMER RELATIONS & SALES OPPORTUNITIES: Putting the customer’s (conference guests, students, Fellows and staff as well as internal customers), needs first and taking opportunities to promote our products.

5.1 To always operate with a warm and friendly welcome.

5.2 Understand and deliver the needs of the customer efficiently, within the required time scale and to the set standard.

5.3 Demonstrably “go the extra mile” for customers.

6. ATTITUDE & BEHAVIOUR:

6.1 To empathise with the individuals within the team to form positive relationships.

6.2 Positively participate to help create a good team atmosphere.

6.3 To be constructive in communication with others, be cooperative and helpful and be supportive as needed.

6.4 Be honest and trustworthy. Pleasant in nature.



6.5 Keep you line manager advised of matters which may affect the smooth running of the department.

7. COOPERATION WITH OTHER DEPARTMENTS: Carrying out of tasks with a spirit of cooperation and interest in the needs of other departments and their staff.

7.1 Demonstrate an understanding of other departments' requirements and be supportive and helpful to them.

8. STOCK SECURITY: Being accountable for any monies that this role has in its possession and the secure retention of College and others' stock and possessions

8.1 Ensure that doors are locked as required and that keys are held securely.

8.2 Safeguard stock and ensure that wastage is minimised.

8.3 Safeguard and/or return other people's property and/or pass to lost property for retrieval by the owner.

9. FOOD HYGIENE: Carrying out duties in a safe way so that no-one is put at risk from food hazards.

9.1 Attend training as required.

9.2 Maintain your own personal hygiene to the required standard and report any incidence of illness as defined within the HACCP policy.

9.3 Follow policy on the preparation, storage, etc of food as defined in the HACCP policy.

9.4 Adhere to all PPE requirements as in the PPE Policy

9.5 Ensure all temperature records are accurate and kept up to date.

9.6 To adhere to the Catering department food allergen policy document

10. HEALTH & SAFETY & OTHER LEGAL ASPECTS: The carrying out of duties so that self and others are not put at risk from general hazards.

10.1 Operate in a manner so as to ensure that you do not put yourself or others at risk.

10.2 Report any hazards that you observe.

10.3 Adhere to the Health & safety policy and procedures at all times.

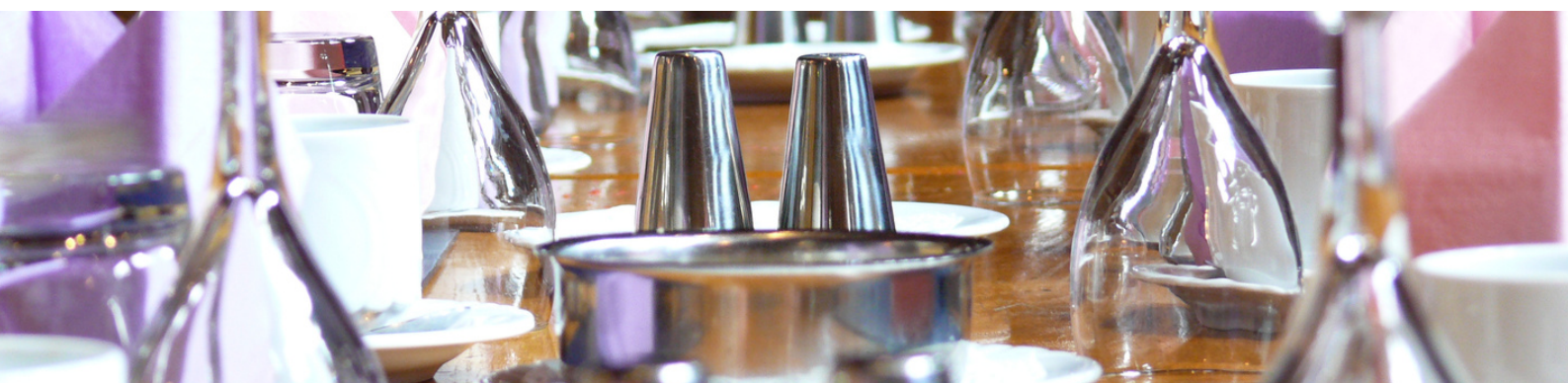
10.4 Adhere to all licensing regulations.

10.5 To demonstrate good sustainability awareness and act accordingly.

PERSON SPECIFICATION



Criteria	Essential	Desirable
Education and Training	Qualified chef, with a minimum of a level 3 NVQ food production (or equivalent).	Relevant training in food allergens and health and safety regulations.
Work Experience	Experience of working in the Food Service industry in a well respected establishment.	Experience in a busy College or hotel kitchen.
Knowledge and skills	Excellent culinary skills. Knowledge of food allergens.	
Personality/ Aptitude/Attitude	Accuracy and attention to detail, with the ability to achieve and maintain high standards at all times. Excellent customer service skills. Enthusiastic team player. Self-motivated and able to plan and manage own workload when under pressure, to meet multiple deadlines. Confident in specialist area. Pride in work, and enjoys contributing to the excellent reputation of the department. Flexible approach to working pattern.	



HOW TO APPLY



To apply please send your CV and a covering letter, along with a completed short application form to careers@robinson.cam.ac.uk

For an informal chat please contact Christine James on 01223 339119 or by email on cj213@cam.ac.uk

Closing date for applications: **Wednesday 18 October 2023, 9am**

Interviews will be held on: **Week commencing 23 October**





Robinson College
Grange Road
Cambridge
CB3 9AN

careers@robinson.cam.ac.uk
www.robinson.cam.ac.uk