Section Chef

Candidate information pack

December 2023
About Peterhouse

Peterhouse is the oldest College in Cambridge (founded in 1284) and is also among the smallest (currently 291 undergraduates; 176 postgraduates; 43 Fellows). The College provides accommodation for almost all its Junior Members either on or near the main College site. The College is, therefore, characterised by a greater degree of regular interaction between Senior and Junior Members than is the case in some larger Colleges. It is a vibrant community, with many active clubs and societies, and a strong tradition of table fellowship. Peterhouse is situated in Trumpington Street in Central Cambridge

Background
Catering within Peterhouse is extremely diverse, and covers a range of functions in any one day. In Term we have the service of student meals and Formal Hall, Fellows lunch and dinner, private dinners and lunches, day meetings and conferences. Out of term we have conferences, weddings, summer schools and a range of other external functions. We treat every function, large or small, with the same amount of care and dedication.

Job summary
The Section Chef is one of a team of Chefs at Peterhouse. The post holder will be expected to work without supervision at given times in all sections of the kitchen. The catering operation at Peterhouse is a varied and interesting one; requiring skills in a variety of different food styles and working within time pressures to achieve consistently high standards of food.
**Duties and responsibilities**

- To organize and prioritise relevant work within your section of the kitchen
- To plan accordingly for the requirements of food service and functions taking place
- To abide by the allergen control procedure and when applicable adhere to standard recipes.
- To maintain a professional and flexible approach to the preparation and service of food at all times
- To assist in the ordering of goods, according to anticipated demands
- To assist in stock control, reducing where possible any wastage
- To assist other members of the kitchen team when your own work is complete
- To maintain a positive ‘can do’ attitude, together with a good team ethic at all times
- To progress your development with regards to current food trends and techniques
- From time-to-time the post holder may be asked by the College to perform any other duties appropriate to this post

**Environmental Health**

- To adhere to health and safety and food hygiene regulations and procedures at all times
- To report possible hazards and/or equipment failures and accidents to the Head Chef / Catering Manager
- To observe COSHH regulations at all times
- To be responsible for the hygienic maintenance of work environs within the kitchen
- To accurately record food storage and food service temperatures, and allergen information
Knowledge/Skills
• A knowledge and interest of a range of different food/drink methods and up-to-date hygiene training, relevant to the position
• At least one years’ experience as a chef working within a similar commercial environment.
• Calm and organised disposition with an eye for detail
• Excellent time management
• Ability to work under pressure at key times
• A strong understanding of the commercial and Collegiate needs of the catering department
• Ability to relate to other people exceptionally well at all levels
• Ability to be a team player
• A keen interest and knowledge of food and food service

Hours of Work
The post is full-time. You will follow a fixed and planned rota which provides a range of different shifts, including many straight shifts. The rotas are worked over a two-week basis (80 hours over two weeks, including meal breaks) and you have a set day off every week and will be working alternate weekends on and off.

There will be some scope to earn overtime, when the need arises. We pay overtime at time and a half ordinarily, and at double time for a Bank Holiday, or offer the option to take this as lieu time instead.

Salary
The salary for the role is not less than £27,920 per annum. Normal rates of pay are paid up to 160 hours in any four-week consecutive period, and thereafter at time-and-a-half in arrears in accordance with your agreed shift pattern and with the approval of the Catering Manager/Manciple. You may be required to work additional hours when authorised and as necessitated by the needs of the College.
Additional Benefits & Information
• You will have 25 days annual holiday (plus Bank Holidays). The College kitchens are closed entirely at Christmas and Easter, leaving you 15 days to be taken throughout the year.
• The College provides a uniform
• We also offer Medicash, which is a medical cashback scheme where you can get money back for health-related things like, dentists, opticians, prescriptions etc. There is also a discount scheme within this which gives discounts off shopping, cinema tickets, utilities and travel etc
• The College offers an auto-enrolled pension scheme to eligible employees, after 3 months’ completed service. The scheme is the Cambridge Colleges Group Personal Pension Scheme (CCGPPS) with Aviva.
• Meals are provided free of charge when on duty and when the College kitchens are open.
• The role is subject to satisfactory completion of a six month probationary period.

Health and Safety
All staff must adopt a responsible attitude towards health and safety and to comply with any procedures as required by the College in order to ensure the health and safety of themselves, their colleagues and any other persons that may be affected by their actions. They must be prepared to undertake any training provided in relation to health and safety or which is identified as necessary in relation to their work. The College operates a non-smoking policy; smoking is only permitted in the designated smoking areas and during official breaks.

The closing date for applications is 8.00am on 8th January 2024

Completed applications should be returned to: The Human Resources Manager, at: hr@pet.cam.ac.uk