

# PEMBROKE COLLEGE

CATERING DEPARTMENT

## CHEF DE PARTIE



NOVEMBER 2023

CAMBRIDGE



## THE DEPARTMENT

From a business meeting, to a celebratory dinner or wedding reception, Pembroke College's Catering Team are experienced and well-trained in providing excellent food, facilities and service. When combined with our quintessentially English gardens and historic buildings, Pembroke College offers a rare and unique venue for hosting your important events. We cater for weddings exclusively for alumni and College members, reserving Saturdays throughout the long vacation for these unique events.

## THE ROLE

To manage the kitchens in conjunction with the Sous Chefs and Head Chef. Ensuring all HACCP, food safety, health and safety systems are in place and completed daily. Delivery of food to agreed levels and standards.

## SALARY & HOURS

**£30,036** per annum. 37.5 hours per week on a shift system covering seven days, including evenings and weekends.

Gratuities are shared between all Catering staff and distributed on an occasional basis.



## JOB DESCRIPTION

**Responsible to:** Head Chef, Deputy Head Chef and Sous Chefs.

**Responsible for:** Working at the levels set by the management team to deliver to the high standards that the College demands.  
Location: Pembroke College, Cambridge.

### Skills:

- Creative and passionate about food.
- Ability to work under pressure to meet deadlines.
- Effective interpersonal skills.
- Flexibility to work when required and adapt to changing methods.
- Accuracy and attention to detail
- A methodical approach to expected workload.

**Work Experience:** Minimum two years working experience.





# JOB DESCRIPTION

## Main Duties and Responsibilities:

- Prepare and cook main course and side order items, as required, following recipes, preparing food one day in advance.
- Keep section free from all major allergy ingredients, with no processed ingredients or additives.
- Follow prep lists daily and prepare food based on par levels set by Head Chef/ Sous Chef.
- Ordering of goods, maximising the control of food costs and reducing wastage.
- To tell the Head Chef/Deputy Head Chef/Sous Chef dietary requirements for each dish served daily so the information can be displayed in the servery and on the food blog.
- Assisting the Head Chef/Deputy Head Chef/Sous Chef with the planning, implementation and delivery of departmental objectives in a timely manner.
- Assist the Head Chef/Deputy Head Chef/Sous Chef in the supervision of kitchen porters.





# PERSON SPECIFICATION

## Essential:

- Qualifications/academic achievements/education NVQ Level 2 and 3 in
- Professional cookery.
- Basic Food Hygiene Certificate.
- Training on HACCP and COSHH. Skills/knowledge/training
- Good organisational skills.
- Good communication and interpersonal skills.
- Customer service skills.
- Experience in a similar role.
- Understanding of HACCP.
- Friendly, co-operative and helpful/approachable.
- Responsible and trustworthy.
- Ability to work as part of a team.
- Flexible approach and accepting of change.
- Ability to communicate effectively to colleagues and other senior management personnel.
- Able to work weekend shift patterns.
- Confidentiality
- Can demonstrate ability to work confidentially.

## Desirable:

- Qualifications/academic achievements/education
- Experience in a College environment.



# ORGANISATION CHART

**CATERING & EVENTS MANAGER**



**HEAD CHEF**



**DEPUTY HEAD CHEF**



**SOUS CHEF**





## ADDITIONAL INFORMATION

### **Health and Safety:**

Persons engaged in work for Pembroke College must adopt a responsible attitude towards health and safety and comply with any procedures as required by the College in order to ensure the health, safety, and welfare of themselves, their colleagues and any other persons that may be affected by their actions. They must be prepared to undertake any training required 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.

### **Safer Recruitment:**

As part of our safer recruitment practices posts will be subject to the relevant compliance checks including an enhanced DBS check where this is appropriate.

### **Equal Opportunities:**

We are an equal opportunities employer and welcome applications from all suitably qualified persons regardless of their race, identity, sex, disability, religion/belief, sexual orientation or age.





## HOW TO APPLY

If you would like to have an informal conversation about the post,  
please call  
James Anderson on  
(01223) 764568

Please complete an [Application Form](#) and  
[Rehabilitation of Offenders Form](#) (compulsory), and an [Equal  
Opportunities Form](#).

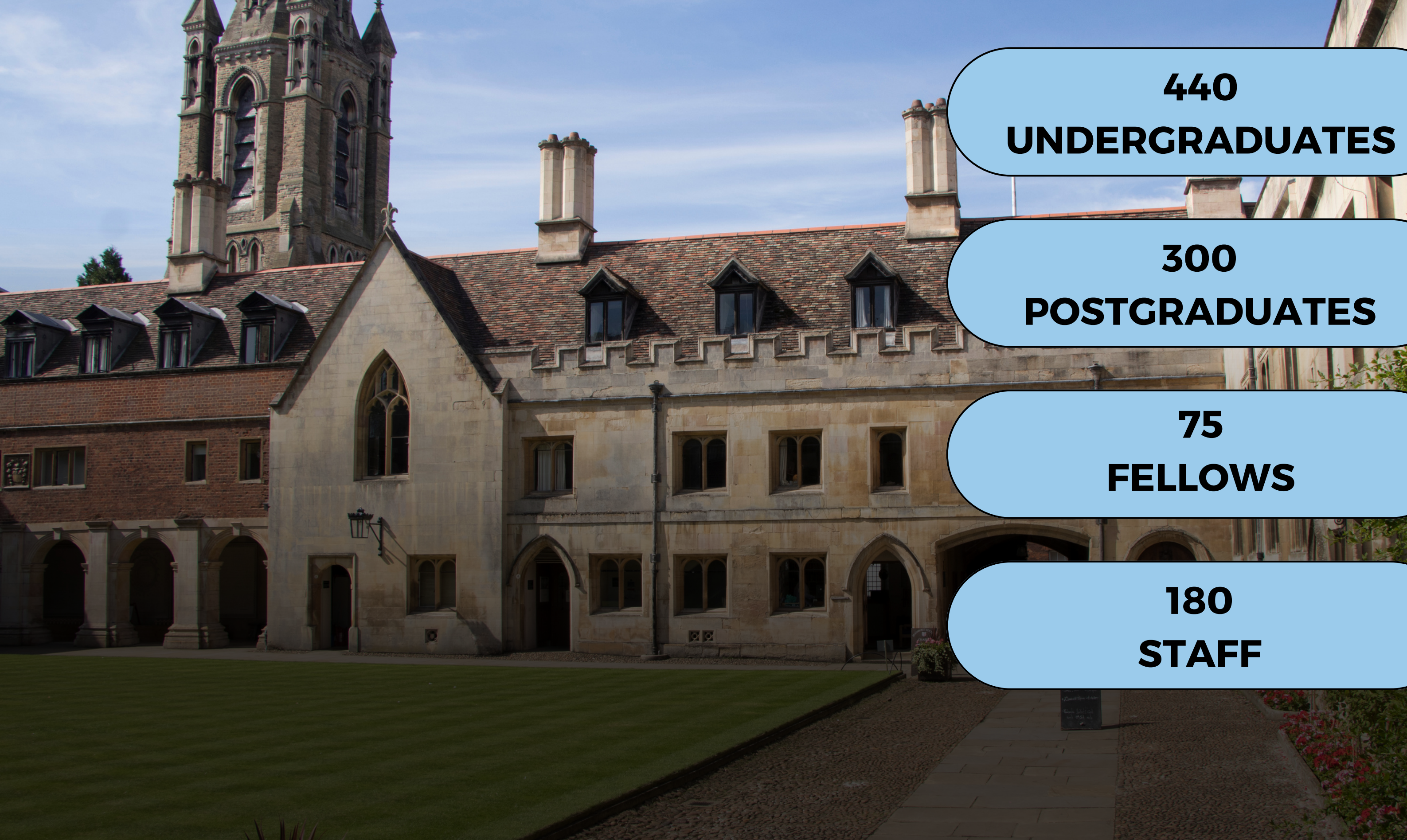
Completed application forms together with a covering letter can  
be emailed to: [hr@pem.cam.ac.uk](mailto:hr@pem.cam.ac.uk) or alternatively posted to The  
HR Office, Pembroke College, Trumpington Street, CB2 1RF.  
Please do not include separate CVs.

We look forward to hearing from you.

[Privacy Statement](#)







**440**  
**UNDERGRADUATES**

**300**  
**POSTGRADUATES**

**75**  
**FELLOWS**

**180**  
**STAFF**

## **INTRODUCING PEMBROKE COLLEGE**

Pembroke College, founded in 1347 by Marie de St Pol, Countess of Pembroke, is proud of its traditions. The third oldest of the Cambridge colleges, it was the first to have its own Chapel, and in the stained glass windows there and in our Library is evidence of the way we make light of that history. Located in the heart of the University city, Pembroke presents a tranquil environment with varied architectural styles framing beautiful gardens and open courts.

The College today is an intimate yet diverse community, committed to welcoming students of exceptional talent regardless of their social, cultural or educational background, and giving them the benefit of contact with a large and distinguished Fellowship. Pembroke thrives on conversations, between generations and disciplines - between undergraduates, graduates and senior Members, between current students and our alumni, and between the academy and the wider world.



## STAFF BENEFITS

Annual staff outing

Christmas gift for staff

Cycle to work and 'Buy a bike' schemes

Death in service benefit

Discounts on Dell products

Employee Assistance Programme

Free meal whilst on duty (see Swipe Card Guide)

Free passes to the Botanical Gardens

Local discounts with University Card

Medicash

NOW pension scheme

On site gym

Subsidised health care

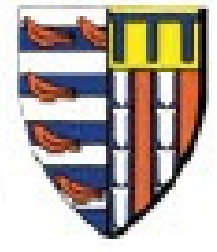
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*SOME BENEFITS ARE NON-CONTRACTUAL AND MAY BE WITHDRAWN.*

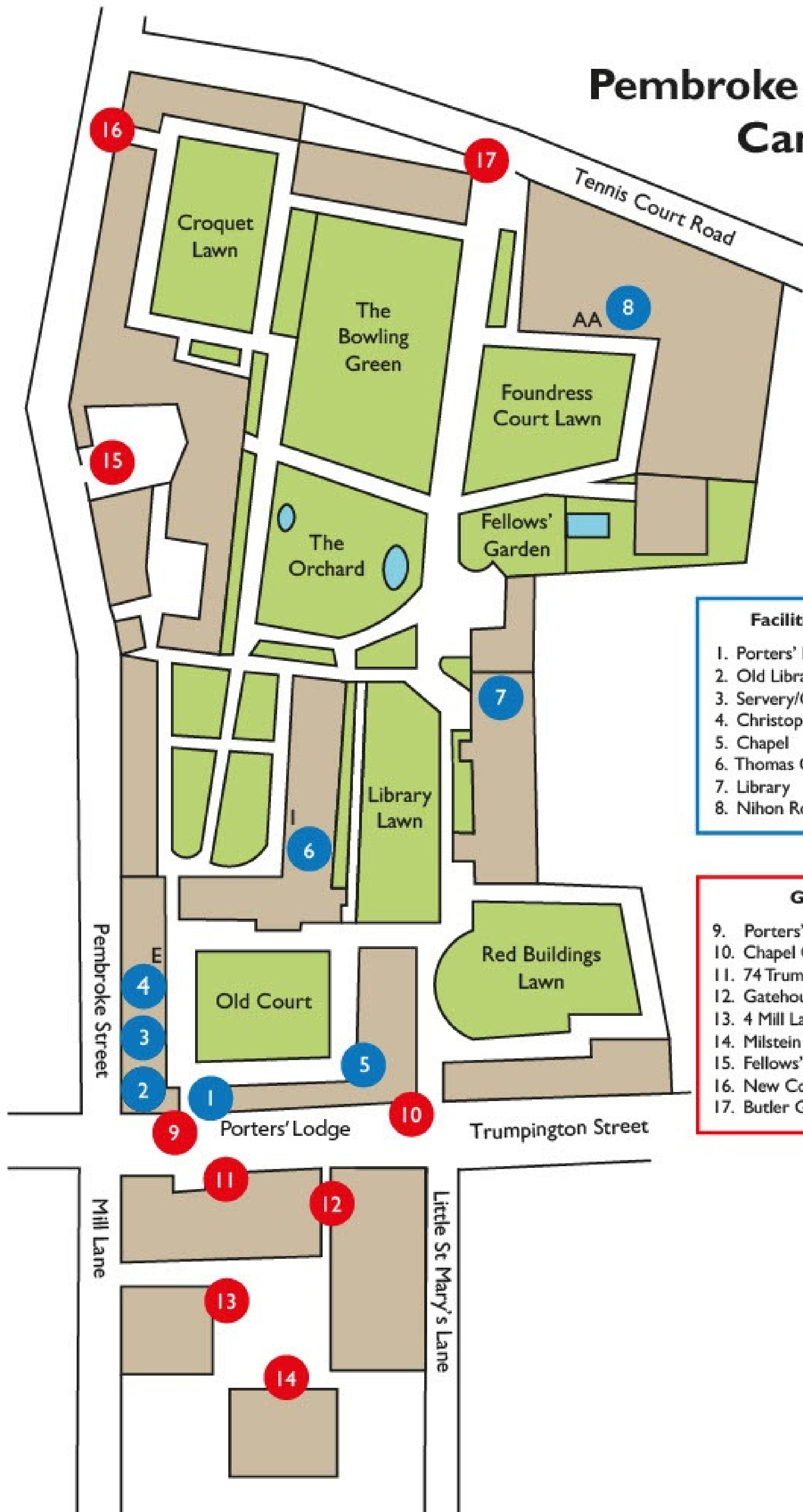
*SOME BENEFITS MAY BE SUBJECT TO A QUALIFYING PERIOD AND/OR SUBJECT TO TERMS.*



## Pembroke College Cambridge



CB2 1RF



### Facilities and Function Rooms

1. Porters' Lodge
2. Old Library
3. Servery/Canteen
4. Christopher Smart Room (E staircase)
5. Chapel
6. Thomas Gray Room (I staircase)
7. Library
8. Nihon Room (AA staircase)

### Gates and Entrances

9. Porters' Lodge Main Gate
10. Chapel Gate (card access)
11. 74 Trumpington St Entrance
12. Gatehouse & Auditorium Entrance
13. 4 Mill Lane Entrance
14. Milstein House Entrance
15. Fellows' Car Park Entrance
16. New Court Arch Gate (card access)
17. Butler Gate (card or Porter access)