



## JOB DESCRIPTION

<b>Job Title:</b>	Sous Chef
<b>Responsible To:</b>	Executive Head Chef, Head Chef and Senior Sous Chef
<b>Responsible For:</b>	Senior Chef de Parties, Chef de Parties, Apprentice Chefs, Kitchen Porters
<b>Place of Work:</b>	Christ's College, Cambridge and all property owned by the College in and around Cambridge
<b>Salary Range:</b>	Spine Point 38 - 40 on the University's Single Pay Spine
<b>Hours:</b>	Average of 36.5 hours per week. The kitchen staff work a rota system which includes working evenings and weekends. Because of the nature of the College's activities, some work out of hours may also be necessary. Shifts may change in order to cover business needs.
<b>Holidays:</b>	33 days annual leave (including public holidays)
<b>Pension Scheme:</b>	The College offers membership of a contributory pension scheme. Subject to your age and earnings level, you may be eligible for auto-enrolment into the scheme and you have the right to opt in at any time.

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### Job Summary

The College's Catering Department is responsible for providing a comprehensive catering service to fellows, alumni, students and staff and to conference and bed and breakfast guests. Service includes formal dining arrangements and cafeteria provision, as well as high end functions, feasts, weddings and occasional outside catering. The Sous Chef works as part of the team supporting the Senior Sous Chef, the Head Chef and the Executive Head Chef in maintaining the professional running of the catering provision for the College.

### Key Responsibilities

- To lead the team on their shift in an effective manner to ensure the smooth running of the kitchen operation.

- To supervise the kitchen in the absence of the Senior Sous Chef, Head Chef and/or Executive Head Chef.
- To prepare, cook and present all dishes to the expected standards and oversee the work of those on their shift to ensure the same expected standards.
- To be creative and imaginative in your cooking and to encourage this in others
- To maintain and ultimately raise the standards of dishes served and the service provided.
- In liaison with the Senior Sous Chef, Head Chef and Executive Head Chef, to assist with the purchase of all fresh produce, meat, fish, fruit and vegetables.
- To take delivery of ordered goods, to be commercially aware and understand the value of the stock and items in the kitchen
- To take responsibility for the management of stock rotation and control, how and where food is stored and to be committed to wastage reduction.
- To coach the Senior Chef de Parties, Chefs de Parties and Apprentices to develop new skills and to monitor their performance and progress
- To supervise kitchen porters and assistants and make sure all kitchen equipment is used correctly and in good working order.
- To ensure food safety and hygiene in all aspects of the catering operation.
- To be aware of food allergens, and train others in all aspects of food safety.
- To ensure the cleanliness and tidiness of the catering areas.

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 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.

## PERSON SPECIFICATION

Criteria	Essential	Desirable
Education/ Qualifications		<ul style="list-style-type: none"> <li>• City &amp; Guilds 706/1</li> <li>• NVQ 1&amp;2</li> <li>• City &amp; Guilds 706/2</li> <li>• NVQ3</li> </ul>
Experience/Knowledge	<ul style="list-style-type: none"> <li>• Experience of working as a chef in a similar environment</li> <li>• Understanding of food allergies and intolerances</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of COSHH in a similar environment</li> <li>• Good customer service skills</li> <li>• Experience of purchasing food items and stock control</li> <li>• Experience of training or overseeing others</li> </ul>
Skills and Abilities	<ul style="list-style-type: none"> <li>• Ability to achieve and maintain high levels of service and hygiene</li> <li>• Ability to work under pressure</li> <li>• Accuracy and attention to detail</li> <li>• Ability to work as part of a team</li> <li>• Willingness to adopt a flexible and collaborative approach to tasks</li> </ul>	
Personal Attributes	<ul style="list-style-type: none"> <li>• Clean, smart and professional in appearance</li> <li>• Honest, reliable and hard working</li> </ul>	

May 2025