

JOB DESCRIPTION

Job Title: Head Chef

Department: Catering

Background

Trinity College is the largest of the Colleges of Cambridge University, with some 720 undergraduates, 350 post-graduates and 190 Fellows (the senior members of the College), plus some 340 staff. The College is a very diverse community, with about a fifth of its undergraduates and half of its post-graduates coming from overseas.

The College provides accommodation, food and drink for its members to foster a sense of community and to produce an environment in which social and academic interchange is encouraged. The Catering Department provides the food and drink service for the senior and junior members and for the staff whilst on duty. The quality, variety, presentation, service and cost of the food and drink provided are a key element in ensuring that the educational aims of the College are underpinned by the good service of the Catering Department.

Structure

The Steward takes overall responsibility for the Catering Department under the authority of the College Council. All day-to-day management is in the hands of the Catering Manager and his management team; Head of Front of House and the Executive Head Chef. The Department consists of approximately 75 staff members and includes Office, Kitchen, Hall, High Table, Bar and Buttery staff.

Department Services

- **Hall.** Open 364 days in the year, the exception being the day of the Staff Outing, in July. Undergraduate meals amount to some 250 breakfasts, 350 lunches and 450 dinners, daily. Fellows' meals amount to some 120 lunches and 50 dinners, daily.
- **Private Supply.** Private dinners arranged by members of the College and outside organisations, normally held in private dining rooms. Private supply occurs throughout the year, depending on College activities, but particularly during the vacation periods. It represents an important additional source of income for the department.
- **College and Special Functions.** Providing approximately 14 large dinners each year for the College (known as Feasts), catering for lunches and dinners for special occasions, including conferences, concerts, receptions, wedding parties and degree ceremonies.

Main Purpose of the Job

To assist the Executive Head Chef in the provision of food production and delivery for the College, ensuring the highest standards of food service are achieved in an efficient, cost effective and customer-focused manner. To supervise, train and motivate staff to deliver these high standards in compliance with Food and Health and Safety Regulations and College policy.

Delivery of Food Service

- To coordinate service and delivery to all outlets, ensuring that food delivery is ready for service at the specified times, correct temperature, sufficient supply of food and is checked for presentation, consistency and quality, including the monitoring of portion control
- To skilfully produce a variety of food dishes to a high standard of preparation, production, food quality, plating up, presentation and service
- To collaborate with Catering management in executing top quality meals for College events and special occasions
- To produce menus both independently and in association with the Executive Head Chef, which demonstrate flair, imagination and a commercial awareness that takes into account current trends in the catering industry, incorporating seasonality as well as influences from around the world, meeting customer needs and preferences whilst being mindful of tradition
- To offer and support a range of mainstream menus to meet individual dietary requirements, being aware of various dietary requirements, food allergens and religious customs and seeking innovative dishes to cater for their needs
- To liaise with the Front of House teams to provide a seamless service and ensure that any problems are resolved as quickly as possible

Leadership

- To lead from the front and by example to set clear goals and standards
- To monitor and review the performance of staff, recognising, feeding back and encouraging excellent performance and dealing effectively and constructively with unsatisfactory performance issues in accordance with College procedures
- To help undertake regular reviews of training and development needs and develop on-going training and development programmes. To maximise team efficiency using a performance-review process, ensuring staff are realising their full potential
- To manage, delegate, inspire and motivate the staff to work collaboratively between the Kitchen teams and with Front-of House Service staff to develop a team culture based on inclusivity, mutual support, respect, communication and commitment, embedding excellent customer service within all aspects of service delivery within catering services
- To assist the Executive Head Chef in the day-to-day management and development of an expanding multi-unit operation, ensuring that processes such as section handover procedures, daily checklists, M.E.P sheets, section and department purchasing, section close down and opening procedures are completed correctly and efficiently
- To facilitate team meetings to develop and encourage effective communication between the team and also feedback channels between staff and customers

Food Safety and Health and Safety Management

- To manage, supervise and maintain a high standard of hygiene within the department as required by the "Food Safety Act 1990", "Food Safety (General Food Hygiene) Regulations 1995", the "Food Hygiene (England) Regulation 2006" and any subsequent legislation or guidance to enforce the department's Food Safety Management System and recommend amendments to these procedures as and when appropriate
- To manage supervise and utilise all aspects of Trinity's Food Safety Policy and HACCP's in association with Food Alert and Monika
- To manage, supervise and utilise all aspects and procedures in accordance with Trinity's allergen policy
- To help supervise and develop all systems, procedures and documentation needed to conform to prevailing Health and Safety, Food Hygiene and COSHH legislation and confirm with best practice in the industry. This will include responsibility for maintaining all catering plant, equipment and environments in safe, working condition and carry out and communicate findings and recommendations of all risk assessments in a timely manner, immediately reporting any faulty equipment
- To ensure that all processes, systems and procedures within the Catering Department are consistent with the overarching College framework
- To manage, supervise and maintain high levels of personal hygiene, and ensure the uniform provided are clean, presentable and worn at all times when on duty (including chef's hat, neckerchief and safety shoes)

Cost Control Management

- To manage and maximise the efficient and effective use of labour, whilst working within overall budget targets specified by the Executive Head Chef (College Head Chef (executive Chef)
- To assist in the day-to-day budget management control of income and expenditure
- To co-operate with the store person to maintain and where necessary, develop best practice with regard to the efficient and effective management of purchasing, stores management, stock accounting and procedures. This will include accurate and auditable purchase, receipt, storage, issue and security activities
- To help maintain and develop efficient and effective way include daily monitoring of sales, wastage and customer comments
- To manage the purchasing and production of foodstuffs and minimise waste and maintain portion control in ways that maximise efficiency and maintain gross profit, as designated by the Catering Manager

General

- To deputise and provide cover for the Executive Head Chef during periods of absence.
- To maintain effective communication with students and members of the College, University and Conference guests
- To attend personal and professional training and development in order to update skills and knowledge of developments within the Catering and Hospitality industry, suggesting new initiatives and involvement in the incorporation of new techniques within the College environment

- To keep abreast of legislative changes, advising on and assisting in the implementation of appropriate changes
- To assist with any administrative duties in order to maintain and develop systems
- To maintain discretion and respect confidentiality ensuring that personal data is managed in line with Data Protection guidelines

The College reserves the right to make reasonable changes to the duties and requirements in the job description, which may be necessary to meet the changing needs of the job, or to reflect the latest technology or best practice.

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.

PERSON SPECIFICATION

Criteria
<p>1. Experience</p> <ul style="list-style-type: none">• Experience of working as a head chef or senior sous chef within a 5 star Hotel, Officer's Mess, College or equivalent establishment• Experience of leading and developing a diverse team in order to meet organisational objectives
<p>2. Qualifications</p> <ul style="list-style-type: none">• Qualified to 706-2 C&G or NVQ equivalent• Certificate in Intermediate Food Hygiene
<p>3. Knowledge</p> <ul style="list-style-type: none">• Working knowledge of and a proven track record in delivering classical and modern methods of cookery• Working knowledge of special diets and nutrition• A good working knowledge of the relevant Health and Safety and food hygiene regulations• Computer literate and conversant with Microsoft Office• Understanding of profit and loss accounting• Knowledge of electronic point of sale systems would be desirable
<p>4. Skills and abilities</p> <ul style="list-style-type: none">• Excellent standard of food preparation and methodology• Ability to create innovative menus which meet customer and College requirements, taking into consideration cost, trends, dietary requirements and allergens whilst being mindful of tradition• Demonstration of working within and develop successful teams with the ability to train, develop and guide staff• Ability to deal with staff discipline or performance issues in a professional and effective manner• Demonstrate of good organisational skills• Excellent standards of written and spoken communication, ability to communicate with a wide audience including staff, Fellows, students, clients and suppliers• Ability to lead from the front and through example
<p>5. Attitudes and disposition</p> <ul style="list-style-type: none">• Problem solving, planning, time management and leadership skills• Enthusiastic, self-motivated and reliant with a professional attitude towards work• Committed with high performance standards• Creative and able to encourage creative thinking in the team• High standard of personal hygiene and general physical fitness• Willingness to acquire new skills and implement to continually develop the service provision
<p>5. Circumstances</p> <ul style="list-style-type: none">• Willingness to take a flexible approach to work duties working a mixture of late, early and weekend straight shifts special functions as requested and to cover staff sickness

EMPLOYMENT DETAILS

Rate of Pay:	£39,627 per annum plus a shift allowance of £4,755 (total £44,382).
Hours:	75 hours per fortnight excluding unpaid breaks, worked on a straight shift basis including early, late, and weekend shifts.
Holiday:	33 days per annum including 8 public holidays.
Meals:	Free lunch is provided for staff whose duties cover this period.
Probationary Period:	Six Months.
Pension Scheme:	A pension scheme, which complies with the requirements of the Occupational and Personal Pension Schemes Regulations for auto-enrolment, will be available after three month's service. All staff will become members unless they choose to opt out.
Employee Assistance:	The Employee Assistance Programme is a free and confidential telephone and web-based information and support service providing staff with access to caring and professional consultants and counsellors.
Gym:	Membership of the College gym is available for a modest fee. Inductions are compulsory.
Sports & Social Club:	The Trinity College Staff Sports and Social Club, run by a committee of staff who organise events and outings.
Access to College:	The College is unable to provide parking on site for its entire staff. Access to and parking in the City Centre is becoming increasingly difficult. The City Council has provided several Park and Ride sites around the city outskirts, with regular bus services. A number of members of staff cycle to work, and the College may be able to provide covered cycle parking.
Private Health Care:	The College provides health care currently through membership of AVIVA. Membership of a dental care scheme is also available. Staff are able to join the schemes after successful completion of their probationary period, subject to certain limitations. This is a taxable benefit.
Cycle to Work Scheme:	There is a tax-free benefit allowing you to spread the cost of a new bike, including either a pedal bike or an e-bike, and equipment for it, over 12 months, up to a maximum value of £6,000.
Uniform:	A uniform will be provided.
Childcare:	Access to a workplace nursery, subject to places being available.
College Punts:	Use of college punts at a subsidised rate.