



JOB DESCRIPTION

Job Title: **Sous Chef**
Department: Conference and Catering
Reporting to: Senior Sous Chef
Responsible for: Kitchen Staff

Background

Homerton College was founded in the 18th Century, moved to its current location in 1894 and was granted a Royal Charter as a self-governing College of the University of Cambridge in 2010. Located within easy reach of the historic city centre and Cambridge mainline station, the College has over 1,000 students and a Fellowship of over 70. Nearly 700 students live on the site.

The College is set within 25 acres of landscaped gardens and parkland, and its conference and event facilities comprise a dedicated modern Conference Centre. Ample free on-site parking is also an attraction for conference organisers.

The Conference and Catering Department

Catering provides 12 servery meals per week: lunch and dinner, Monday to Friday, and lunch (or brunch) at weekends, although the Conference and Catering Manager will keep under review the services and service times for students. There is also a popular Buttery and a Bar which is manned by employed staff.

In addition Formal Hall is served every Tuesday in Full Term. The maximum capacity for Formal Hall is 250, and many Formal Halls reach this capacity. There are many other formal College meals throughout the year for which a high standard of catering and service is required, including: Graduate Formals Guest Nights, Governing Body Dinners, Matriculation Dinners, and Charter Dinner, Alumni Reunion Dinner and Congregation and Graduation lunches.

The College has a thriving Conference business which represents an important source of income to the College. As well as the dedicated conference centre with 5 meeting rooms there are a further 22 flexible meeting rooms, 3 versatile dining rooms and over 500 en-suite bedrooms available for letting during the vacations. Catering includes lunches and dinners for conference guests, BBQs, breakfast service during vacations, Christmas parties and marquee events. The catering department also provides refreshments for a wide variety of functions and meetings, both College events and private events.

At present the College Bar and Buttery is used as a social space by the students and is the Junior Common Room. Conference and catering staff work with the students to support and maximise opportunities for academic and social events.

Key Accountabilities

- In collaboration with the Senior Sous Chef and Food and Beverage Manager ensure the efficient and smooth running of the kitchen.
- Assist with the daily management of the Chefs and Kitchen Porters with particular attention to the allocation of their duties and specific tasks.
- Demonstrate and maintain high standards of cooking to meet/exceed customer and College expectations.
- Assist in the development and planning of menus for student and conference meals taking into account the special and varied requirements of the College community.
- Assist in the management and control of daily food costs with a view to achieving the agreed gross profit margin on the sale of food.
- Under the direction of the Senior Sous Chef source and purchase food and kitchen supplies. Attention must be paid to the raw materials requested for special functions. Stock levels should be kept as low as possible, so that groceries are fresh and frozen products are used quickly. Orders given to suppliers must always be recorded as laid down by College procedures).
- Ensure receipt of goods and issue of items to main kitchen, Buttery and other outlets. Quality and quantity of items should be checked. Stock rotation must be adhered to.
- Assist in the management and production of dishes. Work should be rotated so that it is more interesting for the chefs and they become competent in all sections of the kitchen. The avoidance of cooking dishes too far in advance or in too large batches should be a paramount requirement.
- Assist in the preparation and distribution of duty rosters for the kitchen teams, taking into account the specific functions or particular absence of staff in any week.
- Assist the Senior Sous Chef and Food and Beverage Manager in the recruitment, training, appraising and development of staff to achieve high standards of quality food production by teaching new skills, emphasising the importance of presentation, trying new dishes and garnishes.
- Instil into the kitchen a culture of essential hygiene practices connected with storage, cooking and storage of food; the importance of clean, tidy, hygienic working practices, such as use of knives, chopping boards, table surfaces etc. Lead by example in observing the rules concerning personal hygiene and appearance.

Person Specification

Essential Qualities

- Ability to communicate at all levels
- Motivated, with strong organisational skills
- Team player but also able to lead when required
- Ability to see potential problems and work through solutions until resolution is reached.
- Advanced knowledge of handling and operation of equipment including knives
- Good working knowledge of health and safety procedures.
- Have a flair and passion for food
- Good working knowledge of current food trends and special dietary requirements
- Attention to detail
- C & G 706/ 3 or equivalent NVQ qualification
- Good sense of humour
- Food Hygiene certificate

Desirable Qualities

- Intermediate/Advanced Food Hygiene
- Business and people management experience in a similar environment
- Experience of developing staff rotas
- Experience of sourcing and purchasing supplies
- Experience of working in a college/conferencing environment