Corpus Christi College
Cambridge

Job Description

Job Title: **Head Chef**

Department: **Kitchens**

Responsible to: **Executive Head Chef**

Purpose of Job: To support the Executive Head Chef in the leadership, management and development of the Kitchen Department, ensuring the consistent delivery of high-quality food, service, compliance and operational standards. The Head Chef will take day-to-day responsibility for kitchen operations while working closely with the Executive Head Chef to drive continuous improvement, team development and the achievement of departmental objectives

Duties and responsibilities:

Operational Excellence

- Ensure fresh, interesting and vibrant food offerings across all outlets are of the highest standards and where possible, are locally sourced and seasonal.
- Deliver outstanding, creative cafeteria dining, collaborating closely with the Pantry team in its delivery, to a level that is recognized among intercollegiate peers.
- In collaboration with the Exec Head Chef, create exciting menus with nutritional balance as a priority across student dining.
- Deliver dishes of exceptional standards for important events such as feasts, Master's Lodge and Graduations.
- To be passionate about farm to fork/ nose to tail cookery, preparing from scratch.
- Utilising a variety of media, ensure the food offering is modern, adaptive and on trend with a wide variety of customer demands.
- Create interesting offerings for all dietary needs, with an understanding of the importance of vegetarian and plant-based menu design.
- Create multiple seasonal menus each term including cafeteria, Formal Dining and External Conference Dining within the budget constraints given. Exec
- To ensure the kitchen team live sustainable policies and are conscious of the impact food has on our environment.
- Work with Executive Head Chef and Head of Catering regularly to ensure the smooth running of all kitchen operations.

Management

- Be a leader across all the Catering department, maintaining a positive and enthusiastic approach and outlook.

- Motivate and manage all kitchen staff and hold team meetings to provide an environment in which colleagues can thrive
- Train and develop the kitchen team to ensure they thrive and are passionate about exceeding expectations, including developing craft apprentice chefs.
- Encourage development of team members through a range of creative means.
- Support Exec Head Chef to ensure department budgets are achieved, dish costing are created and followed and to work with Executive Head Chef ensuring that the best value to quality ratio is maintained with suppliers.
- Successfully utilise tools available (KX, Uniware, Foodcourt, Hawk) to streamline operations, maintaining correct stock levels, food safety and understanding incoming demand.
- Undertake staff inductions, appraisals, training, welfare and supervision.
- Ensure accurate staff record keeping, including training records, overtime records, attendance and sickness records.
- Ensure the Kitchen Porters are motivated and appreciated as key members of the team to maintain exceptional cleanliness across the facilities.
- Maintain overtime hours through effective planning and roster flexibility ensuring good work life balance.
- Ensure the fabric and equipment of the kitchen is maintained
- Ensure the College's commitment to Equal Opportunities is maintained

Client Relations

- Be available to the Catering team, particularly at service times
- Be an ambassador of the College, engaging with the intercollegiate Chefs Forum
- Deal with all queries or client comments promptly and efficiently.
- Proactively engage with the immediate college community and a wider audience through a variety of media including social media platforms.

General:

Health and Safety

- Ensure all food safety requirements are fully implemented and maintained in accordance with the Food Safety Manual, promoting a culture in which all team members consistently adhere to and uphold its standards.
- Ensure health and safety standards are adhered to and the College's Health & Safety policies are complied with.
- Ensure all allergy policies are adhered to, allergen information is communicated effectively and maintain accurate records both physical and electronic.
- Ensure all kitchen team members display exemplary allergen awareness and are ambassadors to the community in this regard.
- Ensure that both College sites retain 5-star Food Hygiene rating.
- Have ownership of Kitchen maintenance reporting and follow up.
- Ensure all team members wear correct uniform and follow strict personal hygiene rules.

Other Responsibilities

- Display a problem solving and positive attitude towards supporting the Catering Department and College objectives and values.

- Attend all College training, any staff meetings and any other reasonable duties as requested by the Catering Manager
- Maintain all aspects of on- site security and all relevant instructions are followed.

College Staff Values

To uphold the College Staff Values of **Excellence, Collaboration, Respect and Creativity.**

Safeguarding

A commitment to safeguarding our students and staff and complying with the College's policies related to this.

The above is not an exhaustive list and the post holder may be expected to undertake other related duties as required by the Executive Head Chef or catering Manager. The list of duties may be subject to revision at the end of the probationary period.

Person Specification

Criteria	Essential	Desirable
Education/Qualifications		
• City & Guilds 706 1 & 2 or NVQ equivalent qualification		x
• CIEH/ level 2 in Food Safety in Catering Certificate	x	
Knowledge/Experience		
• Good knowledge of current food trends		x
• Breadth of experience, skills and achievements gained from working within high end hotels, restaurants or contract catering environments		x
• Management experience running a kitchen team	x	
• Management experience of utilising and generating financial documentation such as food costings and budgets.		x
• Previous experienced working within an educational facility, ideally Oxbridge Colleges		x
• Understanding and passion for food nutrition and healthy eating.		x
• Good understanding of food sustainability with a passion to pursue and develop this aspect of their knowledge.		x
Skills		
• Excellent oral communication skills	x	
• Accurate record keeping skills and general attention to detail	x	
• Highly organised in order to be able to run a busy food service area	x	
• Attention to detail, especially in regards to accurate allergen information	x	
IT Skills		
• Working knowledge of Word, Excel and Outlook	x	
• Ability and willingness to use IT systems as a tool to improve efficient operational management		x
• Knowledge of KX, Uniware, Foodcourt, Hawk		x
Personal Qualities		
• Ability to be flexible to College demands, sometimes at short notice	x	
• Positive and professional attitude	x	
• High standard of personal cleanliness and appearance	x	
• Polite manner in dealing with customers and staff	x	
Physical/Special Requirements		
• Due to the age and layout of the college, there are a number of steep staircases and areas of restricted access	x	