Job Description

Job title	**Breakfast Chef**
Department	Kitchens, Catering
Reports to	Head Chef

This document outlines the output and key accountabilities required of the post holder, as well as skills, qualifications and experience needed in order to carry out the role. It is not a definitive list.

Purpose of the role

To prepare and cook all types of breakfast and café food items as well as general food preparations during and post breakfast, maintaining a high level of food service and cleanliness throughout.

Background information

Based at	Gonville and Caius College, Trinity Street, Cambridge, CB2 1TA.
Hours of work	5 days/37.5 hours per week Monday to Friday circa 7.00-14.30 during term-time (days/hours flexible out of term)
Contract type	Part-time; Permanent
FTE	0.94
Key skills	• Working calmly under pressure, and as part of a team. • Willingness to be adaptable and flexible. • Ability to develop a respectful yet friendly rapport with colleagues and guests. • Keen interest and knowledge in food preparation and food safety.
Work experience and qualifications	• NVQ level 2 or 3 diploma in Professional Cookery or City and Guilds 706/1 (or equivalent) • Breakfast/brunch chef experience would be beneficial for the role.
Budget Responsibilities	None

Main duties and Responsibilities	Time/ Frequency
• Prepare and cook all breakfast items.	Daily
• Ensure all mis-en-place is ready for service.	Daily
• Ensure all food served is well cooked and presented accordingly.	Daily
• Prepare other café items as required by the head chef.	Daily
• Preparation of other food items for general college food offering as required by the senior chefs.	Daily
• Out of term cooking of conferencing and summer schools breakfast etc.	Daily

Main duties and Responsibilities	Time/ Frequency
• Service set up, clearance, wash down area during and at the end of shift.	Daily
• Ensure that waste is kept to a minimum from the breakfast section.	Daily
• Ensure allergens corresponds to the food being served and ensure guests with allergens are correctly served.	Daily
• At all times Follow Food Safety, Allergen, Health & Safety and Hygiene practices.	Daily
• Replenish stock and set up ready for the following shift.	Daily
• Input on new breakfast/brunch ideas.	As required
• Plan to order for section and ensure all stocks are sufficient for the shifts.	Daily
• Any further reasonable duties that may be necessary.	As required

FURTHER REQUIREMENTS & INFORMATION RELEVANT TO THE ROLE

Additional role requirements			Yes	No
Uniform required			x	
Training requirements	**Atlas ID**	**Duration**	**Yes**	**No**
Bullying & Harassment for Employees	108	28	x	
COSHH	628	26	x	
Cyber Security Awareness	6428	39	x	
Equality, Diversity & Inclusion	3874	60	x	
Essential Health and Safety Training	2227	49	x	
Fire Awareness	415	39	x	
Food Allergy Awareness	2207	39	x	
Food Safety & Hygiene (Level 2)	1886	70	x	
GDPR UK: Essentials	3627	38	x	
HACCP Level 2	1109	35	x	
Lone Worker Safety	4738	46	x	
Manual Handling	471	35	x	
Personal Protective Equipment (PPE)	2613	30	x	
Sexual Harassment Awareness	498	23	x	
Slips, Trips & Falls	1913	30	x	

Team Responsibilities

- Participate in team meetings when required.
- Share ideas for improvements.
- Help other employees when you have spare capacity or time.
- Help cover staffing shortfalls when required.
- Help to keep the department calm by working well and showing consideration for others.

This role profile outlines the duties required at the current time to indicate the level of responsibility. It is not intended to be a comprehensive or exhaustive list and may be varied by the College management to include other reasonable requests which are up to the same skill level, and of the same type, already undertaken and which do not change the general character of the job or the overall level of responsibility.

Health and Safety

All employees 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.

Continuous Professional Development

Caius is supportive of continuous professional development and opportunity for training and development will be provided.

Gonville & Caius

Person Specification

Job title	**Breakfast Chef**
Department	Kitchens, Catering
Reports to (Position Title)	Head Chef

	Criteria	Essential/ Desirable	Assessment Method: **A** - Application **I** - Interview **T** - Test
Qualifications and Training	• NVQ level 2 or 3 diploma in Professional Cookery or City and Guilds 706/1 (or equivalent)	E	A
	• Basic food hygiene certificate	D	A
	• Food allergen certificate	D	A/I
Knowledge, Skills & Proven abilities	• Able to follow instructions and learn modern techniques	E	I
	• Understand modern trends from street food to modern European	D	I
	• Able to use fresh ingredients and know how to prepare them, or follow instructions when unknown	E	A
	• Able to work with large numbers	D	I
	• Ability to be flexible to work all sections	E	I
	• Fast paced and able to multitask	E	I
	• Can and want to do attitude	E	I
	• Team player	E	A/I
	• Flexible in shift covering	D	I

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