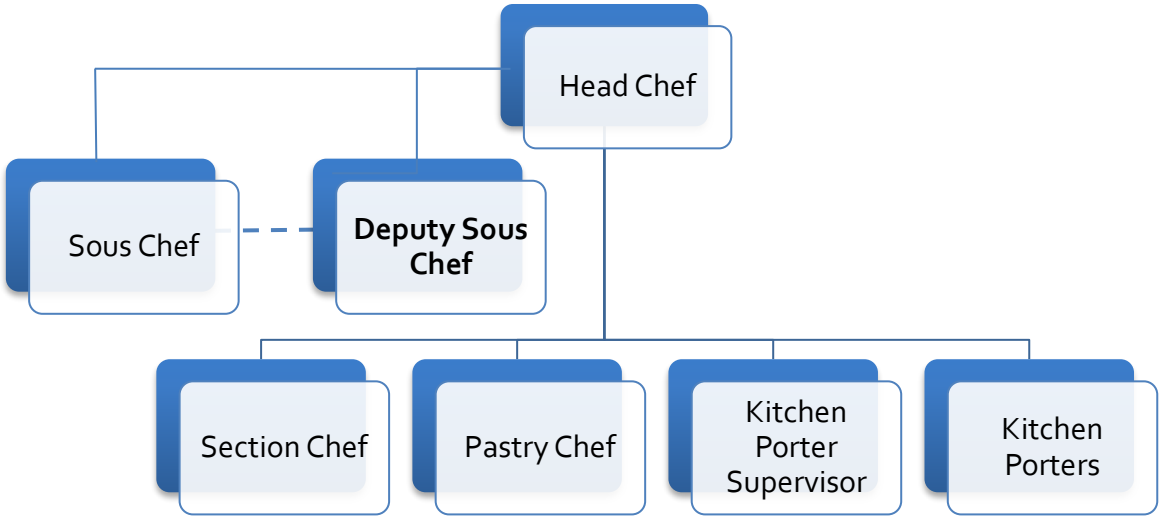
Lucy Cavendish College
University of Cambridge

Job Description

Job Title: Deputy Sous Chef	Post holder:

Reporting To: Head Chef



Main Purpose of Role / Overview

The Deputy Sous Chef will be responsible for working closely with the Sous chef in managing the kitchen team under the supervision of the Head Chef, and in their absence, assume responsibility for the kitchen function. Building and maintaining good relationships with all College members, customers and suppliers, they will be responsible for food preparation, team supervision and food hygiene. To prepare, cook, and present food to a consistently high standard for students, Fellows, staff, and guests of the College. The role supports the smooth day-to-day running of the kitchen, ensuring food safety, quality, and service standards are maintained at all times.

Main Responsibilities & Duties:	Standards of Performance/ Results:
1. Maintain high standards of food presentation and preparation	1. Check flavour and quality of all foods before being served and monitor portion control
2. Ensure food is ready for service at required times	2. Excellent time management and organisational skills
3. Review menus for dining hall and functions, updating and improving recipes as appropriate	3. Keep updated with changes in advance and ensure high standards are maintained
4. Adhere to College Allergens Policy	4. Regularly review menu's, keep updated with guidance from FSA

5. Ensure food is handled and stored correctly	5. In keeping with the HACCP policy
6. Place food orders (fresh, frozen, dry) using preferred suppliers planning according to need.	6. Check quantities, stock control and prices to ensure best produce and discounts received
7. Rotate stock as appropriate	7. Ensure waste is kept to a minimum and monitored
8. Ensure relevant paperwork is completed with regards to food and fridge temperatures, food safety, hazard analysis and cleaning schedules	8. On a daily basis or as required, ensuring information is up to date with new legislation
9. Maintain cleanliness and security of kitchen stores and fridges/freezers	9. At all times, ensuring security of produce, upholding high standards of hygiene and reporting any security flaws to management immediately.
10. Ensure the use of heat, light and power within your control is used conservatively	10. To minimise wastage and conserve energy where possible
11. In conjunction with the Head Chef and Sous Chef, motivate, support and lead the kitchen team, ensuring they are appropriately briefed	11. Promote principles of good teamwork, ensuring problem free handovers
12. Recognise the importance of Health and Safety for the kitchens and those across college, including visitors and guests.	12. Ensure compliance with College H&S Policy is maintained at all times
13. Ensure excellent working relations across the College departments, support the College development and promote meals to the College community	13. Attend meetings as required and suggest initiatives/promotions as appropriate
14. Assume responsibility for Kitchen in Head Chef and Sous chefs absence	14. Ensure kitchens and teams managed appropriately, ensuring standards are maintained
15. Putting the customers (students, Fellows, staff and conference guests) needs first, taking opportunities to promote products where possible	15. Provide a warm and friendly welcoming environment, going the 'extra mile' and ensuring variety of produce that meets customer needs
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.	

Scope/size of role (budgets, people, etc):
Significant internal/external relationships: Head Chef, Sous Chef, Head of Catering and Hospitality, Hospitality Supervisor, Front of House, Staff, Fellows, Students, Conference guests and Suppliers.

Person Specification

Criteria	**Essential**	**Desirable**
Qualifications, Experience & Background	• Professional cookery qualification (e.g. City & Guilds 706/1 or 706/2, NVQ Level 3 in Catering, or equivalent) • Level 2 Food Hygiene Certificate (or willingness to obtain) • Previous experience in a similar role within a professional kitchen • Experience of supervising or mentoring other team members	• Experience working in a college, education, or contract catering environment • First Aid qualification
Knowledge & Technical Skills	• Good organisational skills and ability to prioritise workload • Working knowledge of health & safety legislation relevant to a kitchen environment • Good understanding of food allergens and intolerances • Knowledge of a range of cuisines and cooking styles • Ability to work across different kitchen sections (e.g. hot kitchen, cold prep, pastry) • Basic IT skills (e.g. for stock systems or compliance records)	
Personal Attributes	• Well organised and efficient in approach to work • Strong customer-focused mindset • Ability to remain calm and work effectively under pressure • Positive, reliable, and approachable	
Team & Working Style	• Strong team player with the ability to also work independently • Flexible and adaptable approach to duties and working hours • Willingness to support colleagues and contribute to a positive team environment with ability to deputise as required • Openness to new ideas and continuous improvement	
Other Requirements	• Good personal hygiene and professional presentation • Willingness to take a flexible and collaborative approach to tasks	