EXECUTIVE HEAD CHEF: FURTHER PARTICULARS OF THE POST and SELECTION CRITERIA

Catering Operations Outline

High Table – Fellows Lunch and Dinner
Served daily. On average circa 22 Fellows attend a Formal Fine Dining dinner in the evening on High Table, and circa 60 covers are served daily for a more informal buffet lunch service for Fellows and staff, consisting of a soup, various hot food options (meat, fish vegetarian and vegan), salad bar, and desserts.

Formal Hall – Student Formals
Undergraduates and Graduates dine each evening in Formal Hall for special occasions and College events. The kitchens can expect circa 90 people at such events.

Upper Hall
Daily Cafeteria operation for students in which the kitchens can expect to serve between 80 and 150 meals per sitting, at lunch and in the evening.

College Events
Various College events take place using the Formal Hall format, along with a number of smaller society dinners, which range in size from 150 – 200 guests. This format is top-end fine dining. There are also garden parties and buffets arranged in College which the kitchens provide for. The College also holds, on average, eight graduations yearly with numbers of 300-400 served buffet style.

Buttery
The Buttery is the College Bar, which also serves a range of sandwiches, salads, and panini’s during the day. These are not currently made or provided by the kitchens. Breakfast is served from the Buttery in term-time, prepared by the kitchens.

Conference and External Client Events
Conference and private dining events supplement the College’s operations and generate additional revenue for the College. Private dining takes place in one of three dining rooms, the Portrait Room, OCR and Formal Hall, and can take place whenever College events are not being held. There is a particular focus on these events outside term time, when private conferencing and summer schools are hosted by the College. Throughout the year, weddings
can also take place at Christ’s College; dining, catered packages are available for such clients.

**Catering Structure**

The Executive Head Chef currently leads a strong team of 10 chefs. The team’s deputy is the Senior Sous Chef and the role reports into the Operations Manager who also line manages the Front of House Team, the Buttery/Bar, Housekeeping Department and the team of College Porters. The Executive Head Chef will also work closely with the Conferencing, Sales and Events Manager and their team to ensure that the needs and demands of guests and clients are fulfilled. There are currently 3 permanent kitchen porters and a storekeeper.

**Leadership**

As the head of the kitchen team, it is the Executive Head Chef’s responsibility to lead by example and inspire others by showing what can be accomplished. The postholder should bring industry best practices into the role so that the kitchen team can grow together as one group, working towards and reaching our goals for productivity and quality whilst maintaining safety standards at high levels.

The Executive Head Chef is expected to:

- Be a proactive and positive member of the staff leadership team.
- Be an inspirational lead for the team to develop, grow and have fulfilling careers.
- Drive high levels of productivity.
- Coach, and develop chefs and kitchen porters at all levels.
- Mentor the team.
- Lead the kitchen health and safety agenda and be part of the College Health and Safety Committee.
**Food Production, Innovation, and Quality**

The main focus of the role is to produce high-quality food as appropriate for the service delivery. As a minimum, the food offering needs to meet the following criteria:

- Take the lead in designing and developing world class, fine dining menus, rivalling award-winning restaurants.
- Promote a healthy diet, be sustainable and where possible be sourced locally, including the College Gardens.
- Be freshly made, appealing, and plenty of choice and variety throughout the week.
- Include multicultural dishes suitable for various diets, including consideration of allergies and intolerances.
- Focus on vegetarian and vegan dishes as these support the College’s aim to significantly reduce red meat consumption.

**Training and Development**

The College aims to match its world renowned excellence in student development to that of its staff. The College wishes to build a culture of continuous learning and development. The Executive Head Chef is responsible for:

- Ensuring that the relevant online training modules are completed by the whole team.
- Completing staff appraisals and ensuring that the outcomes are both factored into the departmental training plans and measured regularly throughout the year, to ensure that progress is maintained.
- Provide continuous on-the-job coaching and training for the team.
- Keeping abreast with the latest trends in the industry and attending relevant courses as required to support their own development.

**Finance Management and Cost Control**

Strong financial awareness and management of the kitchen food stocks, gross profit and performance are critical to ensure the success of the department, and the contributions the kitchens make to the running of the College. The Executive Head Chef is responsible for:

- Working within the set budget for payroll.
- Working with the College procurement partner to ensure that all orders are placed with the nominated suppliers, using contracted products and prices.
- Managing stock and ordering professionally to ensure that minimum stock levels are held.
- Ensuring that all menus are fully costed and priced appropriately before they are implemented.
- Ensuring the rota provides the required cover for the demand, whilst minimising the use of agency staff.

**Food Safety**

The Executive Head Chef is responsible for ensuring that all personal responsibilities are met under food safety and health and safety legislation. The College expects that the Executive Head Chef will lead, develop and implement a culture of safety within the kitchen and to create systems to ensure that the department operates to the best industry safety standards.
## Selection Criteria

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<th>Criteria</th>
<th>Essential</th>
<th>Desirable</th>
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<td><strong>Education/Qualifications</strong></td>
<td>• NVQ 1, 2 and 3. • City &amp; Guilds 706/1 and 706/2. • Basic Food hygiene Certificate. • Intermediate Food Hygiene Certificate.</td>
<td>• Qualification in vegetarian cookery. • Qualification in supervision. • First aid certification. • Advanced Food Hygiene Certificate. • Culinary Arts Degree.</td>
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<td><strong>Experience/Knowledge</strong></td>
<td>• A proven track record and solid experience as a Head Chef in an organisation of similar size. • An excellent knowledge of all regulations pertaining to the supply of catering services including UK Food Hygiene and Health &amp; Safety Laws, Allergies and COSHH. • Experience of producing food for exacting customers. • Experience of purchasing, stock control and wastage reduction. • Proven ability to plan menus using seasonal and regional produce, allergen, manage stock and costs effectively. • A proven ability to train and develop kitchen staff.</td>
<td>• Experience in fine dining and/or in an institutional environment the same or similar to an Oxford or Cambridge College. • A commitment to sustainability and evidence to support this.</td>
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<td><strong>Abilities</strong></td>
<td>• Strong, empathetic and inspiring leadership style. • Excellent communication and organisational skills. • Proven ability to be imaginative, creative and visionary in leadership and craft. • Able to lead and think clearly when under pressure. • Accuracy and attention to detail. • Willingness to adopt a flexible and collaborative approach to tasks. • Thorough excellent analytical skills. • A professional approach with high levels of attention to detail. • Approachable to all.</td>
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<td><strong>Personal attributes</strong></td>
<td>• Clean, smart and professional in appearance. • Honest, reliable and hard working.</td>
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Terms and Conditions

Appointment
The start date of the post is flexible depending on the right candidate and their required notice period. It is a full-time position with a 6 months’ probation period.

Hours
Contracted 37.5 hours per week. 5 days out of 7. Flexible working approach would be expected to cover business requirements. Work may be required on bank holidays and weekends.

Annual Leave Entitlement
36 days holiday per annum including Bank Holidays. The holiday year runs from 1st October to 30th September. The kitchens close for approximately one week and a half over the Christmas/New Year period.

Benefits
Benefits include excellent workplace pension scheme (salary sacrifice, maximum 12% employer contribution for 6% employee contribution), generous holiday allowance, parking on site, free lunch within allowance when on duty, free access to College sports facilities including gym, squash court and outside swimming pool, the ability to work in a beautiful environment in the heart of the busy city of Cambridge.

Other Conditions
The post is subject to satisfactory references, a satisfactory completion of a right to work check, and signing a contract of employment.

Recruitment Process
Formal interview + a practical opportunity to work within our Kitchen alongside the existing team.

Equal Opportunity
The Equal Opportunities Policy of the College requires that all staff are offered equal opportunities within employment. Entry into employment will be determined only by personal merit and the application of criteria related to the post.

Data Protection
All data supplied by candidates will only be used for the purposes of determining their suitability for the post and will be held in accordance with the principles of the Data Protection Act 2018 and the College Data Protection Policy.

The Data Protection Statement for Job Applicants can be found at: https://www.christs.cam.ac.uk/sites/default/files/inline-files/2018-05%20-%20DPS%20-%20applicants.pdf