JOB DESCRIPTION

Job Title: Pastry Chef

Responsible To: Executive Head Chef via the Head Chef and Senior Sous Chef

Place of Work: Christ’s College, Cambridge and all property owned by the College in and around Cambridge

Salary Range: Spine Point 34-40 on the University’s single salary spine chart

Hours: Average of 36.5 hours per week.

Holidays: 33 days annual leave (including public holidays)

Pension Scheme: The College offers membership of a contributory pension scheme. Subject to your age and earnings level, you may be eligible for auto-enrolment into the scheme and you have the right to opt in at any time.

Job Summary

The Pastry Chef will work independently and will professionally lead the pastry section of the kitchen. They will be responsible for the planning of the work in the area, the ordering of goods and the production of all items coming out of the pastry section. They will produce high quality pastry products and desserts for all the catering services in College.

Key Responsibilities

- Lead and manage the pastry section of the kitchen, taking responsibility for the daily operations of the pastry section, keeping up standards and organizing ordering for the section with the help of the Storekeeper.
- Ensure the pastry section remains innovative, follows trends and seasonality by developing the range of products produced and updating dessert menus as required.
- Delegate tasks and preparation to other chefs where appropriate.
- Mentor, motivate and manage junior chefs and kitchen porters, and advise on best practice.
- Ensure required standards are adhered to in the production and preparation of food – in quality, quantity and safety.
• Produce and present dishes of a high standard which meets the expectations of the Head Chef and the Executive Head Chef.
• Head up a section as required and support the Sous Chefs.
• Ensure all food safety policies and documentation are followed and completed as required.
• Liaise effectively with other staff on the team, and those from other College departments.
• Liaise effectively with external customers and with service providers.
• Assist in the receiving and storing of goods inward.
• Be aware of the correct storage and rotation methods for food and work correctly within the guidelines.
• Be commercially minded and work within budget constraints.
• Work to and maintain the highest standards of hygiene and food safety.
• Complete and maintain cleaning records and raise any matter of concern to the Head Chef and Executive Head Chef.
• Lead by example by ensuring that structure, processes, food safety guidance and all kitchen and service rules are adhered.

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.

General Responsibilities

• To take part in the College’s appraisal scheme and to undertake training as required.
• To be responsible for your own health and safety in the workplace.
• To fully comply with all the College’s policies including equality of opportunity and data protection.
• To undertake any other reasonable request or duties commensurate with your post.
### PERSON SPECIFICATION

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<thead>
<tr>
<th>Criteria</th>
<th>Essential</th>
<th>Desirable</th>
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<tbody>
<tr>
<td><strong>Education/Qualifications</strong></td>
<td>o City &amp; Guilds 706/1 and 706/2 or NVQ 1, 2 and 3 o Basic food hygiene certificate</td>
<td>o Level 2 Safety Awareness certificate o Intermediate food hygiene certificate</td>
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<td><strong>Experience</strong></td>
<td>o Relevant pastry experience gained in a busy commercial environment o Excellent culinary and patisserie skills o Significant experience of working in a team</td>
<td>o Knowledge of COSHH in a similar environment</td>
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<td><strong>Abilities and Skills</strong></td>
<td>o Ability to achieve and maintain high levels of service and hygiene o Ability to work under pressure o Accuracy and attention to detail o Excellent customer service skills o Ability to adopt a flexible and collaborative approach to tasks</td>
<td>o Creative flair</td>
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<td><strong>Personal attributes</strong></td>
<td>o Highly organised and professional approach o Smart appearance o Honest, reliable and hard working o Versatility o Strong communication skills</td>
<td>o Delegation skills o Willing to develop and keep up with industry trends and have an ambition to grow.</td>
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