



# KING'S COLLEGE

CAMBRIDGE

## **Commis Chef**

Candidate Information Pack

April 2024

## About Us

King's is a constituent College of the University of Cambridge. Founded in 1441 by Henry VI as a place of education, religion, learning and research, the College comprises around 130 Fellows, 650 undergraduate and postgraduate students and 275 non-academic staff.

The College is internationally recognised as a leading academic institution, boasting among its former students and Fellows, no fewer than eight Nobel laureates, including Patrick Blackett, Frederick Sanger, Sydney Brenner, Philip Noel-Baker and Oliver Hart, as well as influential figures such as Alan Turing, E.M. Forster, John Maynard Keynes and Bernard Williams. Among its most prominent living members are the novelists Zadie Smith and Salman Rushdie, astronomer Martin Rees, sociologist Anthony Giddens, anthropologist Caroline Humphrey, former chair of the Bank of England Mervyn King, philanthropist David Sainsbury, molecular biologist Lesley Anne Glover, entrepreneur and computer scientist Hermann Hauser, composers Judith Weir (Master of the King's Music) and Errollyn Wallen, the first black woman to have a composition performed at The Proms.

The undergraduate and postgraduate community is vibrant and diverse, priding itself on a friendly and inclusive atmosphere combining academic commitment with political engagement and a lively social and artistic scene. King's has long been leading the way in undergraduate recruitment from the state sector. The College works very hard to attract the best applicants, regardless of background, and to encourage academically outstanding students from underrepresented communities to study at Cambridge. In 2018 it launched a transformational Student Access and Support Initiative designed to improve equality of access and opportunity, and to help combat entrenched social and economic disadvantage.



## The Role

We are seeking a Commis Chef to join our team. They will assist the Head Chef and Executive Head Chef and the wider team in ensuring that the highest possible standards of food preparation and presentation are achieved by the College Catering Department.

## Main Duties and Responsibilities

- Achieve and comply with the standards and performance required for each NVQ unit being undertaken.
- Learn, adhere and assist in all aspects relating to Health & Safety, and Food Hygiene practices.
- Take responsibility for the safety of yourself and others whilst on duty through recognised kitchen procedures.
- Report on time for all shifts.
- To ensure a high level of personal hygiene is always maintained and that you are appropriately dressed and wear a clean uniform each day.
- Report to your line manager any discrepancies or issues that could affect the smooth running of the department.
- To carry out any ad-hoc work requests as reasonably requested by the Head Chef or the designated deputy.
- To take part in the College's appraisal scheme and to undertake training as required.
- To fully comply with all the College's policies including equality of opportunity and data protection.
- To adopt a responsible attitude towards health and safety to comply with any procedures as required by the College to ensure the health and safety of the College community. To be familiar with the College's Health & Safety policy and the legal responsibilities under the Health and Safety at Work Act 1974 (section 7). Be prepared to undertake any training provided in relation to health & safety.
- To undertake any other reasonable request or duties commensurate with the post.

## The Person

- Previous culinary/kitchen experience (desirable)
- Working towards, or willing to undertake NVQ Levels 1,2,3 (Food Preparation & Cooking)
- Basic Food Hygiene Certificate (desirable)
- Current Allergen Awareness Certificate (desirable)
- Good culinary skills
- Able to maintain confidentiality and work with integrity when dealing with the details of clients and Fellows guests and business
- Able to work with accuracy when overseeing the safe production of food to avoid food poisoning
- Honest, reliable, and hard-working
- Attentive, enthusiastic, and willing to learn from training provided
- Ability to work under instruction and in harmony with colleagues
- Flexible in attitude and approach to work



# Remuneration and Benefits

## Remuneration

The post is offered at a full-time salary of £24,807 per annum (inclusive of bonus). The post holder will join the College's auto-enrolment pension scheme with generous additional contribution options on completion of probationary period.

## Hours of Work

The post is permanent and full time, an average of 37.5 hours per week to be worked on a rota to include some evening and weekend work.

## Benefits

The College offers full-time members of staff 32 days holiday per year, including Bank Holidays. All staff working over a mealtime are eligible to take a free lunch or dinner in the servery.

The College offer enhanced maternity, paternity and adoption pay as well as generous sick pay for those who have more than six months' service. This is in addition to the Flexible Working Policy. More details on all of these are available in the Staff Handbook. Staff are eligible to use the Tax-Free Childcare Scheme introduced by the government to replace Childcare Vouchers.

## Probationary Period/Notice

There will be a six-month probationary period. Upon successful completion of the probationary period, the notice period will be one month.

## How to Apply

Please download the application form from <https://www.kings.cam.ac.uk/about/work-at-kings> and send your completed form by email to [jobs@kings.cam.ac.uk](mailto:jobs@kings.cam.ac.uk)

The College postal address is: Human Resources, King's College, King's Parade, Cambridge CB2 1ST.

## Closing Date

Please submit your application by **5:00pm** on **Wednesday 1 May 2024**. Interview dates have not yet been agreed. We reserve the right to interview earlier than the closing date and/or close early if sufficient suitable applications are received.



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