

## Job Description

Job title	Breakfast chef (Monday-Friday)
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, 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	Circa 7am-11am
Contract type	Part-time, Permanent - 20 Hours per week
FTE	0.5
Key skills	<ul style="list-style-type: none"> <li>Working calmly under pressure, and as part of a team.</li> <li>Willingness to be adaptable and flexible.</li> <li>Ability to develop a respectful yet friendly rapport with colleagues and guests.</li> <li>Keen interest and knowledge in food preparation and food safety.</li> </ul>
Work experience and qualifications	<ul style="list-style-type: none"> <li>Breakfast/brunch chef experience would be beneficial for the role, but chef experience is necessary.</li> </ul>
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
• Help with preparation of other food items as required by the senior chefs.	Daily
• Out of term cooking of conferencing and summer schools breakfast etc.	Daily
• 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

Main duties and Responsibilities	Time/ Frequency
<ul style="list-style-type: none"> <li>Ensure allergens corresponds to the food being served and ensure guests with allergens are correctly served.</li> </ul>	Daily
<ul style="list-style-type: none"> <li>At all times. Follow Food Safety, Allergen, Health &amp; Safety and Hygiene practices.</li> </ul>	Daily
<ul style="list-style-type: none"> <li>Replenish stock and set up ready for the following shift.</li> </ul>	Daily
<ul style="list-style-type: none"> <li>Input on new breakfast/brunch ideas.</li> </ul>	As required
<ul style="list-style-type: none"> <li>Plan to order for section and ensure all stocks are sufficient for the shifts.</li> </ul>	Daily
<ul style="list-style-type: none"> <li>Any further reasonable duties that may be necessary.</li> </ul>	As required

#### FURTHER REQUIREMENTS & INFORMATION RELEVANT TO THE ROLE

Additional role requirements			Yes	No	
DBS check				x	
Lone working			x		
Manual handling			x		
Working at height				x	
Uniform required			x		
Training requirements		iHasco ID	Duration	Yes	No
Bullying & Harassment for Employees		108	22	x	
COSHH		628	26	x	
Cyber Security Awareness		6428	39	x	
Equality, Diversity & Inclusion		3874	60	x	
Fire Awareness		415	30	x	
Food Allergy Awareness		2207	38	x	
Food Safety & Hygiene (Level 2)		1886	70	x	
GDPR UK: Essentials		3627	38	x	
HACCP Level 2		1109	35	x	
Health and Safety Essentials		2227	48	x	
Lone Worker Safety		4738	46	x	
Manual Handling		471	35	x	
Personal Protective Equipment (PPE)		2613	38	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.



### **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.

## Person Specification

<b>Job title</b>	Breakfast chef (Monday-Friday)
<b>Department</b>	Kitchens, Catering
<b>Reports to (Position Title)</b>	Head Chef

	Criteria	Essential/ Desirable	Assessment Method: A - Application I - Interview T - Test
<b>Qualifications and Training</b>	• 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
<b>Knowledge, Skills &amp; Proven abilities</b>	• 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
<b>Behaviours</b>	• 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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