



Emmanuel College, Cambridge

Job Description for – Head Pastry Chef

Line Manager – Head Chef

BACKGROUND INFORMATION

Emmanuel is one of the Colleges that make up the collegiate structure of the University of Cambridge. We provide a community-focused environment for learning, living and working in peaceful and beautiful grounds situated in the centre of the City. The College was founded in 1584 by Sir Walter Mildmay and has been a centre of outstanding learning ever since. It currently has over 650 students (undergraduate and postgraduate), nearly 100 Fellows (who teach and research at the College) and over 150 staff. We welcome people into the Emma community from across the globe, of many different backgrounds, with many different experiences.

JOB OBJECTIVES

To support the Head Chef to control and monitor standards within the pastry section to ensure that the agreed operational objectives of the College catering department are achieved. To ensure an efficient professional standard of food service to all customers including Senior and Junior College Members, external customers including Conference Delegates and guests attending Special Functions.

PRINCIPAL RESPONSIBILITIES

Using own initiative to ensure timely completion of work in accordance with instructions as may from time to time be issued by the College in connection with a variety of duties which include the following:

General

1. Assist the Head Chef on a daily basis in ensuring that a high standard of food is produced by the pastry section within the financial target.
2. To collaborate closely with the head chef and senior leadership with menu development.
3. To support the Head Chef in the day-to-day supervision of the Pastry staff including the observance of the College policy relating to respect and dignity.
4. Abide by Hygiene and Safety Laws and ensure that they are observed.
5. Control and monitor systems to aid financial performance (i.e. waste management).
6. Ensure that all stock is maintained in a hygienic and secure manner.

7. Demonstrate a professional attitude towards staff supervision and food preparation on a day-to-day basis.
8. Ensure at all times that kitchen staff are performing to standards as specified by the Head Chef.
9. To create and document all recipes for the pastry section.
10. To maintain a high level of consistent performance within the pastry section.
11. To assist in all areas of the kitchen as required.
12. To be the senior chef in charge when/if required.

To assist in the requirement of Assured Safe Catering

1. Ensure all kitchen personnel maintain good personal hygiene, wear the correct uniform at all times and comply with any instructions relating to jewellery, make-up etc.
2. Ensure hygienic handling of food during storage, preparation and presentation.
3. Be aware of the dangers of accidents and fire within the department and the adopted procedures in case of accident or fire.
4. Maintain monitoring of the various temperature records, control of food and storage facilities.

Personnel & Training of the Pastry Section

1. Instruct and advise kitchen staff in relation to standards of food preparation and expectations of personal conduct, communicating all statutory requirements.
2. Have a thorough knowledge of equipment available for food production.
3. Assist the Head Chef in identifying training and development needs.
4. To undertake one to one or group training of the pastry chefs regarding new menu items to ensure consistency and to foster a culture of excellence.
5. To undertake annual staff appraisals of the chefs within the pastry section and provide feed-back to the Head Chef.

Additional Duties

1. To ensure that reasonable care is taken for the health and safety of yourself, other employees, customers and any other persons on the premises.
2. To attend training courses when required.
3. To attend departmental meetings as required.
4. Any other duties and responsibilities which are compatible with the post of Head Pastry Chef which may be required from time to time.

The observance at all times of the College Equal Opportunities, Computer Acceptable Use, Health and Safety Policies and the College Policy on the application of the Data Protection Act. The contents of these policy documents are explained to staff during their induction to employment and copies are available on request from the Bursary.

PERSONAL SPECIFICATION	Essential	Desirable
Skills & knowledge	<p>NVQ level 2 catering</p> <p>Ability to produce a range of food at levels suited for cafeteria all the way to Fine dining V.I.P events</p> <p>Being able to identify and cater to special diets</p> <p>Demonstrate a working knowledge of:</p> <p>H.A.S.A.W.A. 1974</p> <p>Food Safety Act 1990</p> <p>Any other statutory requirement</p>	<p>To obtain an Advanced Food Hygiene Certificate.</p> <p>NVQ level 3 catering</p> <p>First aid certificate</p> <p>Experience with chocolate and baking</p>
Relevant Experience	<p>Experience in high quality catering in patisserie</p>	<p>AA Rosette level experience</p> <p>Head pastry chef or senior pastry chef experience.</p> <p>Experience in multi outlet venues.</p> <p>Evidence of commitment to a work place.</p> <p>High volume outlet experience.</p>
Personal attributes	<p>Good communication skills including respect, dignity, courtesy, tact, patience and good humour at all times</p> <p>Self-disciplined</p> <p>Flexible, Professional approach to working</p> <p>Team-oriented</p>	
Additional Requirements	<p>Demonstrate knowledge of procedures to follow in case of fire.</p> <p>Identify the correct fire extinguishers to use with specific fire types and ensure staff are aware of the correct evacuation procedures.</p>	