



St John's College
Oxford

Junior Sous Chef (Main Kitchen) – Job Description

Overview of the Role

The Main Kitchen plays a vital role within the College community. It is responsible for providing breakfast, lunch and dinner for students and their guests and for conferences during the vacation from the modern and spacious kitchen, along with fine dining events in the various satellite kitchens around College.

The post holder will assist the Head Chef and Second Chef with the preparation and production of food for events in all areas of College where necessary.

In the absence of the Head Chef and the Second Chef, the Junior Sous Chef assumes full responsibility for the general running of the kitchen, including placing food orders, maintaining high standards of Health and Safety and ensuring the team is working in an efficient and appropriate way to maintain excellent catering standards. This includes liaising with the Catering Manager and the Events Office and checking the events booking software (Kinetics) to ensure all function and event details are correct.

The successful candidate will be interested in providing high-quality catering in a busy professional kitchen.

Main Duties

General

- Under the direction of the Main Kitchen Head Chef and Second Chef, prepare and present all food to the highest standard in the Main Kitchen and any other area that comes under the remit of the Catering Department.
- Adhere to portion and waste controls.

- Stock up and replenish service points as necessary.
- Ensure regular checks of equipment, reporting any issues to the Head Chef.
- Adhere to time schedules in the preparation and cooking of food for all events, in and outside of the Main Kitchen.
- Monitor the cleaning schedule, ensuring that the kitchen porters are carrying out their duties in order to maintain a clean and hygienic environment to work in.
- You will be expected to work in either the Senior Common Room Kitchen or the Kendrew Café Kitchen as requested from time to time

Management Assistance

In the absence of the Main Kitchen Head Chef and the Second Chef,

- Assume full responsibility for the running of the kitchen.
- Plan a schedule of work for the kitchen team.
- Liaise with the Catering Manager and/or Events Office, to ensure that function details (menus, numbers, dietary requirements etc.) are correct.
- Supervise staff, ensuring they perform to a high standard.
- Ensure that all staff adhere to the relevant Health and Safety regulations and policies.
- Place food orders when necessary, with the appropriate suppliers.
- Present the Main kitchen's HACCP and Due Diligence procedures to an EHO in the event of an inspection.
- Act responsibly and as role model for the kitchen team.
- Follow all HR policies and procedures

Safety Regulations

- Comply with the Food Safety Act and general food hygiene regulations, including the management of food allergens.
- Comply with Health and Safety regulations and fire safety precautions (including COSHH, HACCP and the correct use of Personal Protective Equipment).
- Comply with the College's Health and Safety Policy.
- Report accidents and incidents using the College Health and Safety system

Training

- Assist with the training of new staff including Chef de Partie(s), Apprentice Chefs and Kitchen Assistants
- Participate in training with the aim to improve your own standards, performance and professional development.
- Using the College training portal, attend and complete online training assigned to you within the allocated time frame

Reporting Structure

The Junior Sous Chef reports directly to the Main Kitchen Head Chef and to the Catering Manager in the absence of the Main Kitchen Head Chef.

Key Contacts

The Junior Sous Chef will be required to liaise and work well with the Front of House Manager, Buttery staff, the SCR Front of House Manager, the Kendrew Café team and the SCR Kitchen staff and contribute to a harmonious working environment.

Selection Criteria

Essential

- Professional qualifications: City and Guilds 706/1 & 706/2 in Professional Cookery or NVQ Level 3 in Professional Cookery/Hospitality and Catering
- Level 2 Food Hygiene Certificate
- Experience of supervising a team in a similar environment
- Familiarity with current health and safety regulations and policies
- A passion for providing fine dining from fresh ingredients, following current and traditional trends
- Excellent interpersonal and communication skills (including an intermediate level of written and spoken English)
- Ability to work calmly under pressure
- Positive attitude and pride in every aspect of work
- Experience of providing good customer service
- Punctuality and reliability
- Knowledge of Microsoft Office and generally IT literate
- Flexibility regarding working hours (the post holder will be required to work alternate weekends and some evenings)
- Smart appearance.

Desirable

- Experience of HACCP Management
- Knowledge/experience of event booking software (Kinetics)
- Health and Safety training

Terms and Conditions

Salary: Basic salary of £38,430.56 plus a £1730 Oxford Weighting Allowance

Hours of Work: 40 hours per week on a 5-days-out-of-7 basis, including evenings and weekends. You will be required to work on a flexible basis, depending on the business needs of the College. You may also be required to work in the SCR Kitchen and the Kendrew Café Kitchen from time to time

Holidays: The holiday year runs from 1 January to 31 December.

Clothing: A uniform and safety shoes will be provided.