PASTRY CHEF (40 hours per week)
Salary £21,500 – £23,000 (dependent on experience) per annum plus pension and benefits

Trinity Hall has an exciting opportunity for an individual to join the College’s Catering Department as Pastry Chef. This role will work with the current Pastry Chef in the professional running of the section to ensure the continued high level of catering provided.

The kitchen is responsible for providing food for a great variety of functions from formal dining and cafeteria to weddings, afternoon teas, private events and conference lunches. You will have a friendly outlook and will be committed to delivering an excellent catering service to fellows, alumni, students, staff and conference guests.

The ideal candidate will have experience as a Pastry Chef in a similar environment and possess an exceptional track record of delivering to the highest standards and be genuinely passionate about their career.

The closing date for the above posts is 12noon 24th July 2017. Interviews will be held w/c 31st July 2017.

Further details and an application form for the above position are available at www.trinhall.cam.ac.uk/about/vacancies. Applications should be sent by email to jobs@trinhall.cam.ac.uk or posted to Trinity Hall, Trinity Lane, Cambridge CB2 1TJ.

NB. CVs will only be accepted if accompanied by a Trinity Hall application form.

Enquiries to jobs@trinhall.cam.ac.uk, tel. 01223 764660.
JOB DESCRIPTION

Job Title: Pastry Chef

Responsible to: Head Chef

Place of Work: Based at Trinity Hall

Objective: To provide a professional food preparation service

Experience: Experience in a similar position

Main Duties and Responsibilities:

- In liaison with the Kitchen Management Team, oversee the preparation, cooking and presentation of food for Fellows, students and guests
- Ensure that all food preparation is carried out to College’s high standards and ensure complete customer satisfaction
- Ensure standards of work are kept to a high level, that productivity is maintained at all times and that cleaning schedules are completed
- Contribution to the creation of new menus with the Kitchen Management Team
- To ensure that high levels of food safety standards are maintained in the kitchen at all times
- To maintain a high level of awareness for allergens, labelling dishes as appropriate
- To assist in the creation of food orders for all suppliers, in accordance with par levels and the needs of business. Ensuring minimal wastage but ample provision. To liaise with the Kitchen Administrator with placing the orders with suppliers, and providing cover for this process in his absence
- To manage and assist in the receipt and storage of all provisions, fresh and frozen, in accordance with current food hygiene regulations including correct stock rotation and storage. Ensuring that all food is labelled clearly and correctly
- To assume responsibility when in charge for checking all menus to ensure foodstuffs required have been received and are prepared on time and to the required standard
- To ensure that the cleaning schedule is adhered to
- To provide training, coaching and assistance to other members of the kitchen brigade
- In the absence of other section chefs, you are to provide cover as required
- To undertake further training when required
- Any other reasonable duties required by the Head Chef/Deputy Head Chef

Trinity Hall reserves the right to make changes or update this job description at any time. Changes will be introduced following discussions with the post holder.
# PERSON SPECIFICATION

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| **Qualifications/Education** | • City & Guilds 706/1, 706/2 or NVQ2  
• Basic Food Hygiene Certificate  
• Knowledge of allergen regulations | • City & Guilds 706/3 or NVQ3  
• Intermediate Food Hygiene |
| **Skills/Knowledge/Training** | • Well organised  
• Good communication and interpersonal skills  
• Knowledge of manual handling techniques  
• Knowledge of HACCP principles and COSHH regulations | • Experience of menu creation  
• Experience of chocolate work and pastry |
| **Experience**           | • Experience in a similar position  
• Evidence of ability to plan ahead and prioritise workload  
• Evidence of ability to meet deadlines | |
| **Personal Attributes**  | • Physical fitness – able to bend & lift  
• Able to work well both as an individual and as part of a team  
• Cheerful & co-operative disposition  
• Smart & tidy appearance  
• Flexible approach and accepting of change | |

Last updated July 2017