



Clare College
Cambridge

Job Description

Job Title:	Pastry Chef (Chef de Partie level)
Hours of work:	Average of 37.5 hours per week. The kitchen staff work a rota system which includes working evenings and weekends. Because of the nature of the College's activities, some work out of hours may also be necessary. Shifts may change in order to cover business needs.
Department:	Hospitality
Responsible to:	Head Chef and Senior Pastry Chef
Purpose of Job:	As the Pastry Chef, you are responsible for operating within the pastry section of the kitchen to deliver an excellent customer experience for Fellows, students, staff and guests to the College and to assist in the development of seasonal offerings. Specifically, you will be responsible for performing the following tasks to the highest standards.
Salary:	£29,039 p.a. depending on experience
Annual Leave:	34 days per year (including bank holidays),
Other details:	Car parking (when available), College Pension, Meals on Duty, Healthcare Cash Plan, College Bonus Scheme. Breaks include a 30 minute lunch/dinner break and a 15 minute break depending on shift pattern.

Duties and Responsibilities:

Main Responsibilities

- Ensure excellent quality throughout the dessert offerings
- Assist in the coordination of all pastry and dessert preparation and presentation
- Assist in the production to facilitate daily requirements
- Contribute to the development of appropriate seasonal menu offerings
- Help towards managing food cost controls to contribute to F&B revenue
- Comply with food hygiene and Health, Allergen Information and Safety regulations
- Adhere to the personal hygiene standards issued by the Head Chef
- Help to develop and design pastry dishes that are suitable for use for the conference menus
- Ensure the pastry room is kept in a clean and tidy condition and stocks are managed within budgetary constraints

- Ensure that a clean laundered uniform is worn every day
- Any other duties reasonably required of a person working in this position

Person specification

Education/Qualifications	Essential	Desirable
	<ul style="list-style-type: none"> • City & Guilds 706/1 & 2 or NVQ 1 & 2 equivalent/or pastry/baking qualification. 	
Skills / Knowledge / Training		
	<ul style="list-style-type: none"> • Exceptional eye for detail • Superior organisational skills • Good communication and interpersonal skills • Customer service skills 	
Experience		
	<ul style="list-style-type: none"> • A stable 2-3 years previous experience in a related environment • Understanding of HACCP • Working knowledge of COSHH • Full knowledge of allergen legislation & customer dietary requirements • Good working knowledge of relevant Health and Safety regulations 	Experience of College environment
Personal attributes	<ul style="list-style-type: none"> • Friendly, co-operative and helpful/approachable. • Responsible and trustworthy. • Ability to work as part of a team. • Flexible approach and accepting of change. • Ability to communicate effectively to colleagues and senior management personnel. 	
Special Conditions	<ul style="list-style-type: none"> • Keep abreast of current industry trends for further development of own skills. • Requirement to work overtime during busy conferencing periods necessary to maintain service provision and meet fluctuations in business patterns. • Willingness to take a flexible approach to work duties working a mixture of late, early weekend and split shifts for special functions as requested and to cover staff sickness 	

The above job description is a guide to the work you may be required to undertake but does not form part of your contract of employment. Clare College reserves the right to change the duties detailed in this job description to reflect changing circumstances. Changes will be introduced following discussion with the post-holder.