

EMMANUEL COLLEGE

Further particulars relating to the post of Chef de Partie

The College

Although Emmanuel College is part of the University of Cambridge, the relationship between College and University is academic rather than administrative. In all matters relating to staff management, the College is completely autonomous. Members of staff are employed by the College, which handles all contractual and personnel matters.

The College is run by a Governing Body, which is made up of the senior academic members of the College, known as the Fellowship. The Governing Body is assisted by a Committee structure.

The role of the Master, who is the senior member of the College, is in some way similar to that of the Chairman of the Board of Directors in industry. The "Directors" at Emmanuel College are certain Fellows who also act as College Officers: The Bursar, who is responsible for College financial, administrative and estate matters, including overall care of the fabric of the College, and for the staff who maintain and sustain it; and the Senior Tutor, who has overall responsibility for admissions and the academic life of the College.

Reporting to the Bursar and the Senior Tutor are the Heads of Department, who together are responsible for some 140 staff members.

The Post

The duties of Chef de Partie are explained in the attached Job Description. The kitchen brigade at Emmanuel is called upon to produce dishes of a high standard for the various events that are held at the College for both internal and external customers. In addition to these prestigious meals chefs are called upon to prepare high volume meals of good quality for the residential student population, these meals are served at Cafeteria style service. Catering events range from prestigious feasts, small select dinner parties, cafeteria meals, conference meals for large numbers of delegates and Weddings. Participation in the various competitive events both locally and nationally is encouraged and supported. The kitchen brigade consists of 2 teams of 5 chefs that work opposite shift patterns, including split shift working for which a supplement of 4.5% is paid in addition to basic salary.

The Rewards

The College Terms and Conditions of Employment provide for 25 days annual holiday for full-time positions, in addition to statutory and bank holidays, membership of a contributory pension scheme (employees' contributions at the rate of 8% of gross pay) and the College operates a scheme for payment whilst staff are incapacitated due to ill health. The salary will be in the region of £19,167 to £23,281 per annum plus 4.5% shift allowance paid monthly.

Application

Applications should be via completion of the enclosed application form. The closing date for receipt of completed applications is 5pm on Thursday 18th January 2018.

Applications should be addressed for the attention of the Bursar's Assistant, Emmanuel College, St Andrew's Street, Cambridge, CB2 3AP and marked "**Strictly Personal and Confidential**".