ST JOHN'S COLLEGE

CHEF

OVERVIEW	
Job title:	Chef
Responsible to:	Chef manager
Responsible for:	N/A
Working alongside:	Catering Assistants, Catering Shift Supervisors, Kitchen Assistants
Grade	Grade 3
Salary:	Up to £32,336 (Consisting of £24,570 per annum basic salary plus additional enhancements for evening and weekend working)
Contract type:	Full time
Working arrangements:	35 hours per week worked over 5 days Monday, Tuesday, Friday: 07.15-14.15 Alternating Saturday and Sunday: 07.30-15.00 / 11.15-19.00
Holidays:	27 days annual leave plus customary days and bank holidays (pro rata)
Pension:	St Johns College Group Personal Pension Plan
Start date:	
Closing date for applications:	20 November 2026
Interview date:	W/C 23 November 2026

ABOUT ST JOHN'S COLLEGE

St John's College is one of the smaller Durham colleges, renowned for our welcoming atmosphere. Founded in 1909 and set in a series of beautiful, listed buildings in the heart of Durham city, our community enjoys stunning views of Durham Cathedral and boasts gardens and lawns stretching down to the River Wear. Each year we have around 250 students resident in the College — undergraduates and postgraduates studying for degrees at Durham University, as well as students of Cranmer Hall, a theological College within St John's. The College has a degree of independence within the University, both financially and in its governance, meaning that we have the freedom to do things a little differently. Throughout the year, the College's Christian ethos translates into warm hospitality. All our different staff teams work closely together with our students to create the unique John's experience.

JOB SUMMARY AND PURPOSE

St John's College is looking for an enthusiastic Chef to join our friendly catering team. Whether preparing meals for our students, creating dishes for special events, or helping deliver exceptional hospitality to conference guests, you'll play an important role in creating the welcoming atmosphere that St John's is known for.

This is a fantastic opportunity to work in a beautiful historic setting with regular daytime hours, generous annual leave, a supportive team, and the chance to develop your skills while making a real difference to our college community.

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KEY RESPONSIBILITIES

Service delivery

- Prepare and cook high-quality food in accordance with agreed menus, recipes and production standards.
- Ensure all meals are presented to a high standard, served on time, and meet portion and quality requirements.
- Prepare and serve food safely for customers with allergies, intolerances and special dietary requirements, following College procedures.
- Assist in reducing food waste and promoting sustainable and efficient kitchen practices.
- Support the delivery of college functions, formal dining, conferences and special events

Teamwork

- Work collaboratively with kitchen and front of house colleagues to deliver an excellent dining experience for students, staff, visitors and conference guests.
- To work closely with and where necessary assist colleagues in their duties to develop and maintain good team spirit
- Support the induction, training and development of new and less experienced colleagues when required.
- Develop and maintain positive working relationships with colleagues, academic and support staff, visitors and conference delegates
- Lead and support the kitchen team when acting as the senior chef on duty, demonstrating a positive and professional approach.
- Contribute to menu development and the continuous improvement of the catering service.
- Be flexible to support the needs of the service, including seasonal demands, training and occasional shift changes to provide team cover for sick/annual leave/emergencies.

Health and Safety

- Ensure a high level of attention to detail is always maintained.
- Maintain a safe and secure working environment for self and others in accordance with the Health and Safety procedures.
- Maintain the highest standards of food safety, hygiene and cleanliness, complying with Food Safety, Health & Safety and COSHH regulations.
- To ensure that all work areas are washed and cleaned down, using the appropriate chemicals and that a high standard of cleanliness and hygiene is "on-going", after each task.
- To be fully conversant and comply with factors relating to Food Hygiene Regulations, Health and Safety at Work and COSHH Regulations, especially in relation to safe food handling, temperature controls etc.
- Monitor food deliveries, stock rotation, storage and stock levels, assisting with ordering when required.
- Contribute to menu development and the continuous improvement of the catering service.

- Complete all required cleaning, temperature monitoring and food safety records, ensuring equipment and work areas are maintained to a high standard.
- Report maintenance issues promptly and ensure the kitchen is left clean, safe and secure at the end of each shift.
- Attending training sessions to update skills and knowledge
- Be flexible to support the needs of the service, including seasonal demands, training and occasional shift changes to provide team cover for sick/annual leave/emergencies.

PERSON SPECIFICATION

	Criteria	Essential	Desirable
1	Hospitality and Catering Level 2 or equivalent	x	
2	Ability to work effectively under pressure and meet service deadlines.	x	
3	Experience of preparing and cooking food in a busy professional kitchen environment.	x	
4	A positive, reliable and flexible approach to work	x	
5	To be able to lead and organise a kitchen team	x	
6	To be proficient in all areas of food preparation skills	x	
7	Excellent communication skills	x	
8	Willingness to work as part of a team in order to ensure that service is never compromised	x	
9	Be able to work flexibly to meet the needs of the catering service	x	
10	Good knowledge of food hygiene, health and safety and safe working practices	x	
11	Experience of stock control, ordering and minimising food waste	x	
12	Experience of supporting or supervising colleagues within a kitchen environment.	x	
13	Displays a smart and professional appearance, representing the College in a positive manner	x	
14	Experience of contributing to menu development.	x	
15	Experience of stock control, ordering and minimising food waste	x	

This role is subject to the successful applicant providing proof of eligibility to work in the UK.

STAFF BENEFITS

We offer a competitive salary of up to £32,336 (including enhancements), 27 days' annual leave plus bank holidays and customary College closure days, a generous pension scheme, and a free meal whilst on duty. You'll enjoy predominantly daytime working with no split shifts, a supportive and welcoming team, opportunities for training and

development, staff wellbeing initiatives, a uniform provided, and the chance to work in a beautiful city centre location at the heart of Durham.

APPLICATION PROCESS

The application should include:

- Letter of application, indicating fulfilment of essential and desired criteria
- Current CV
- The names, email details and telephone numbers of 3 referees

Applications should be submitted by email to john.dorward@durham.ac.uk

For an informal telephone conversation about the role feel free to call 0191 334 3852

The deadline for applications is 20 November 2026

Interviews are expected to be held W/C 23 November 2026

Privacy notice – Job applicants