



FURTHER PARTICULARS – Chef de Partie

Job Title: Chef de Partie
Reports to: Head Chef
Direct Reports: None

St Hugh's College

St Hugh's is a constituent College of the University of Oxford and was founded in 1886 by Elizabeth Wordsworth, the great niece of the poet. Using money left to her by her father, a bishop of Lincoln, she named it after one of his twelfth century predecessors, Hugh of Avalon, who was canonised in 1220, and in whose diocese Oxford had been. Elizabeth Wordsworth was a champion of the cause of women's education, and her foundation was intended to enable poorer women to gain an Oxford education. The first male Fellow was elected in 1978, and the first male undergraduates were admitted in 1986.

The College has some 420 undergraduates and around 300 graduates, a fellowship of 75, 30 college lecturers, and a non-academic staff of 90. From its beautiful site in North Oxford, the College promotes a thriving culture of research and intellectual engagement.

Role Context

St Hugh's College kitchen team consists of 15 professional and passionate full time kitchen staff, including kitchen Porters and the Head Chef. We are all committed to providing professional and high quality dishes to our students, academics and also commercial guests and VIPs. We provide catering for 51 weeks of the year to:

- around 400 students (between October and July) on a full board basis;
- around 35 formal academic dinners per year;
- more than 5 weddings per year;
- VIP dinners (including to royalty);
- Conference and bed & breakfast guests;
- external functions

Working in a catering environment requires an element of physical manual handling which can include lifting and transporting catering equipment between our different kitchens and facilities.

Overall Objectives

You will be responsible, together with the other Chefs, for assisting the Head Chef with providing catering within the Colleges kitchens for academics, support and administrative staff, undergraduates, postgraduates and commercial guests throughout the periods when College is open.

You will be expected to maintain a high level of hygiene and cooking standard throughout the shifts.

Key Responsibilities

- Prepare and present high quality dishes within the College's guidelines and standards.
- Helping the Head Chef to develop new dishes and menus
- Keep all working areas clean and tidy and ensure no cross contamination.
- Prepare mis-en-place for all relevant menus.
- Assist other departments wherever necessary and maintain good working relationships.
- Report maintenance, hygiene and hazard issues to the Senior Chef on duty.
- Comply with the College's security, fire regulations, health and safety and food safety legislation.
- You will be expected to assist when required with accepting deliveries and ensuring the standards of goods received.
- Be confident in running shifts, small dinner and functions on your own.
- Be experienced and knowledgeable in dealing with all food allergies and dietary requirements.

Skills Required

Essential

- Great cooking skills
- High standard of culinary skills in all areas of the kitchen
- Positive attitude, reliable, enthusiastic and self-motivated
- Great communication skills and excellent time management
- Ability to work under pressure in a busy kitchen environment
- Ability to work on own or within a team
- Ability to complete all daily paperwork including record keeping of food temperatures and allergies
- Awareness of departmental targets and to assist the team in achieving these
- Qualified to a minimum of NVQ Level 3 (or equivalent) or qualified by experience
- Flexibility to work to the hours demanded by the position including some split shifts & weekends

Administration

- Ensure that kitchen processes comply with all relevant standard operating procedures, regulations and hygiene requirements.
- Work collaboratively as part of a busy team.
- Use and care of kitchen equipment, including daily and weekly cleaning.
- Report faulty or damaged equipment.

Selection Criteria

- Excellent hospitality skills, including great communication skills and a willingness to help with a "can do" and a friendly attitude
- Passion for cooking
- High standards of personal hygiene
- The ability to remain calm under pressure, and to provide excellent service to all
- Awareness of Health & Safety regulations
- Ability to work alone and as part of a team

- Ability to work shifts including evenings, weekends and public holidays as the demands of the role require
- Experience of working in a similar role

Terms and conditions

Salary - In the range £22,766- £26,392 per annum depending on skills and experience

Appointment - This is a permanent appointment subject to an initial probationary period of 6 months

Hours of Work - 41.5 hours per week, working five days out of seven, including evenings, weekends and bank holidays. Times of work will vary in accordance with the weekly duty rota which is notified weekly in advance.

Annual Leave - A full time member of staff will be entitled to 30 days standard holiday (personal days and Bank holidays) and 8 days at Christmas (closure period and Bank Holidays associated with this time of the year).

Meals - Free lunch when on duty at all times of the year when College meals are available.

Pensions - Membership of the University of Oxford Staff Pension Scheme

Uniform – Uniform will be provided by the College

Buss Loan – Following the probation, the College offers an interest free loan for a bus pass

Other - Training and development opportunities.

Application Process

Those wishing to apply for this post should email the on-line application or alternatively an application form can be requested from hr@st-hughs.ox.ac.uk or telephone HR on (01865) 274914.

Closing date: **Noon Friday 8th March 2019**

The position may be discussed further with the Head Chef, Carl Tipler, email:

Carl.Tipler@st-hughs.ox.ac.uk.

St Hugh's is a self-governing College of Oxford University and is an Equal Opportunities Employer.