



St. Hugh's College – Job Description
March 2023

1. **Job title:** Sous Chef
2. **Reports to:** Head Chef
3. **Direct reports:** none
4. **Job Purpose:** 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 students, academics as well as our commercial guests and VIPS's. We provide catering for 51 weeks of the year to around 400 students (between October and July) on full board basis; around 35 formal academic dinners per year; more than 5 weddings per year; VIP dinners (including to royalty); Conference and bed and 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.
5. **Job summary:**

A Sous Chef is sought to develop and enhance the college's catering services. Reporting to the Head Chef, the successful applicant will demonstrate a true passion and flair for food and for cooking. They will be creative, forward thinking, and receptive to new ideas. They will inspire the Kitchen team by example to broaden their culinary awareness and service delivery.

You will be responsible for running the kitchen (alongside the other sous chefs) in the Head Chefs absence. Working with the team to produce a wide variety of dishes for the various catering demands within this busy kitchen, including College catering, fine-dining, banquets, afternoon tea, development/ VIP events and conferencing. You will have a good knowledge of all aspects of cooking and be responsible for creating new menus with consideration given to business demands, set budgets and seasonality.

You will have a good understanding of modern food trends in addition to traditional techniques.
6. **Key relationships:** Head Chef, Catering Manager, Domestic Bursar, other members of the catering team.
7. **Key responsibilities:**
 - Being responsible for all catering, preparing and presenting high quality dishes within College guidelines.
 - Working with the Head Chef to create new menus with particular attention regarding seasonal conference menus, formal halls and vegan dishes, keeping in touch with new menu trends.



- To cook for Conference guests and other events to a high standard in a professional manner in keeping with the St Hugh's ethos.
- To Assist the Head Chef in the running of VIP dinners and events including for the Principal.
- Supervising other kitchen staff members as necessary.
- Train and supervise other members as requested
- Assisting other departments wherever necessary and maintaining good working relationships.
- Maintaining a high level of food safety standards, ensuring health and hygiene standards are upheld at all times.
- Ensuring team compliance with agreed risk assessment, HACCP and COSHH
- Regulations and ensuring that all HACCP paperwork is completed correctly.
- Reporting maintenance, hygiene and hazard issues to the Head Chef.
- Complying with the College's security, fire regulations, health and safety and food safety legislation.
- Assisting when required with the acceptance of deliveries and ensuring the standards of goods received.
- Ensuring good stock management and control.
- To undertake any other duties as directed by the Head Chef or Catering Manager

8. Selection Criteria:

Essential

- Previous kitchen experience in a similar role
- Good knowledge of all aspects of kitchen work
- Excellent experienced and knowledgeable in dealing with all food allergies and dietary requirements.
- Positive and friendly attitude
- Minimum of NVQ level 3 in catering or equivalent
- Minimum of Food safety in Catering level 2 or equivalent
- Good communication skills
- Ability to work well under pressure
- Ability to work on own and within a team
- Awareness of departmental targets and to assist the team in achieving these
- Demonstrable experience in the production of high-quality vegetarian, vegan, coeliac, and other restricted-diet menu and meal types.

Desirable

- Supervising food safety in catering level 3

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.

You will regularly be required to work additional hours when authorised and as necessitated by the needs of the College, some of which will be at the weekend for which time off in lieu will be given.



Rewards and Benefits

- ❖ Salary £37,657 per annum, working 41.5 hours per week.
- ❖ free tea and coffee and free lunch whilst on duty.
- ❖ 8 days off for Christmas.
- ❖ 30 days, including bank holidays (Good Friday, Easter Monday, the first and last Mondays in May and the last Monday in August); which increases with service by a total of 5 additional days.
- ❖ auto enrolled to the University of Oxford Staff Pension Scheme (OSPS).
- ❖ Training and development opportunities.
- ❖ College also provides a travel card scheme and has designated areas for bicycles.
- ❖ University childcare salary sacrifice scheme.

To apply, please complete the application below together with the equal opportunities monitoring form and return it to hr@st-hughs.ox.ac.uk

[Application Form](#)

[Equal Opportunities Monitoring Form](#)

Closing date for applications: midday on Wednesday 5 April 2023 with interviews to be week commencing 17 April 2023.

If you have any queries, please email hr@st-hughs.ox.ac.uk

The position may be discussed further with the Head Chef,
Carl Tipler, email: Carl.Tipler@st-hughs.ox.ac.uk.

Please check out some of the great dishes cooked by our chefs by scanning the QR code below



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