



## Sous Chef

October 2023

### Job Description

- 1. Job title:** Sous Chef
- 2. Hours:** 41.5 hrs per week worked on a rota and to include weekends and evenings
- 3. Salary:** £32,866.34 to £37,678 per annum (Grade 4)
- 4. Reports to:** Head Chef
- 5. Direct reports:** None
- 6. Key relationships:** Head Chef, Catering Manager, Domestic Bursar, other members of the catering team.
- 7. Background**

St Hugh's is one of the constituent colleges of the University of Oxford and is an independent, self-governing institution that is also a registered charity. Founded in 1886 to provide an excellent education to women who were otherwise excluded from the University, St Hugh's is proud of its reputation for being a friendly, inclusive, and progressive community, and is committed to becoming the best employer in the collegiate University. One of the largest colleges in Oxford, there are around 1,000 students, more than 60 Fellows, over 50 lecturers working in a wide range of academic subjects, and a non-academic staff of 120 across all of the College's support and administrative operations.

The College is run by the Governing Body, consisting of the Principal, 48 academic Fellows, and the senior officers of the College such as the Senior Tutor and the Bursar. The members of Governing Body are the Trustees of the charity and have ultimate responsibility for the governance and operations of the College, although much of this is delegated on a day-to-day basis to a number of key committees and officers.

### 8. Job summary

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.

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 to broaden their culinary awareness and service delivery.

The Sous Chefs are responsible for running the kitchen in the Head Chefs absence. The Sous Chef will work with the team to produce a wide variety of dishes for various catering demands within this busy kitchen, including College catering, fine-dining, banquets, afternoon tea, development/ VIP events and conferencing.

The Sous Chef 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. They will have a good understanding of modern food trends in addition to traditional techniques.

## **9. Main Responsibilities**

- To be responsible for all catering, preparing and presenting of high-quality dishes within College guidelines.
- To work with the Head Chef to create new menus with particular attention given to seasonal conference menus, formal halls and vegan dishes, and keeping up to date 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.
- Supervise and train other kitchen staff members as necessary, and when requested.
- Assist other departments wherever necessary and maintain good working relationships.
- Maintain a high level of food safety standard, ensuring health and hygiene standards are upheld at all times.
- Ensure team compliance with agreed risk assessments, HACCP and COSHH regulations and ensure that all HACCP paperwork is completed correctly.
- Report maintenance, hygiene and hazard issues to the Head Chef or Catering Manager.
- Comply with the College's security, fire regulations, health and safety and food safety legislation.
- To undertake any other duties as directed by the Head Chef or Catering Manager.

### Administration

- To assist with the acceptance of deliveries and ensuring the standards of goods received.
- Ensure good stock management and control.
- 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.

## **10. Selection criteria**

### ***Essential***

- Minimum of NVQ level 3 in catering or equivalent;
- Previous kitchen experience in a similar role;
- Minimum of Food safety in Catering level 2 or equivalent;
- Good knowledge of all aspects of kitchen work;
- Experienced and knowledgeable in dealing with all food allergies and dietary requirements;
- Positive and friendly attitude;
- 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

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.

### **Benefits**

- Pension: employment with the College provides enrolment into the Oxford Staff Pension Scheme (OSPS).
- Annual leave: 30 days of annual leave and 8 public holidays per year for full time equivalent staff (8 days of annual leave is reserved to cover the Christmas break when the College is closed).
- Meals: provision of meals free of charge while on duty when the kitchens are open and tea and coffee.
- Health & Wellbeing:
  - Employee Assistance Programme – a free confidential telephone helpline with access to face-to-face counselling.
  - Free annual flu jab.
  - Free eye tests for all staff and a contribution towards new glasses if your prescription has changed.
- Travel Pass Loan: a discounted travel scheme is available with monthly deductions from salary.
- Cycle to Work Scheme/Bike Loan: monthly deductions from salary.
- University Staff Benefits: staff at Oxford can enjoy a wide range of benefits through the University including retail and free visitor access to the University's colleges, gardens, libraries and museums, and events.

### **How to Apply**

To apply for this role please download, fill out and submit an application form and equal opportunities monitoring form and send alongside a copy of your CV via email to [hr@st-hughs.ox.ac.uk](mailto:hr@st-hughs.ox.ac.uk). References will be taken up for the successful candidate.

**Closing date:** Midday Monday 13<sup>th</sup> November 2023

**Interviews:** It is anticipated that interviews will be held in person at St Hugh's as soon as possible after the closing date.

If you have any queries, please email [hr@st-hughs.ox.ac.uk](mailto: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](mailto: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.**