

## Chef de Partie

### Job Description

1. **Job title:** **Chef de Partie**
2. **Hours:** **41.5 per week (including some evenings & weekends)**
3. **Salary:** **£31,657.86 - £35,758.06 (Grade 4) - inclusive of the Oxford University Weighting £1,500 per annum (Pro-Rata).**
4. **Reports to:** **Head Chef**

**Job summary:** The Chef de Partie is responsible, together with the other Chefs, for Assisting the Head Chef with providing catering within the Colleges kitchens for academics, support the administrative staff, Undergraduates, postgraduates and commercial guests throughout the periods when the College is open. They are responsible for maintaining a high level of hygiene and cooking standard throughout at all times.

5. **Key relationships:** **Catering Team**

### 6. 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.

### 7. Main Responsibilities

- Prepare and present high-quality dishes within the College's guidelines and standards.
- Assisting the Head Chef in developing new dishes and menus.
- Keep all working areas clean and tidy and ensure no cross contamination.
- Prepare mise-en-place for all relevant menus.
- Report maintenance, hygiene and hazard issues to the Senior Chef on duty.
- Ensure that all records are kept up to date in accordance with current Food Hygiene/safety legislation / regulation and to comply with Food Allergen legislation and policy

- Comply with the College's security, fire regulations, health and safety and legislation.
- Assist and check deliveries at the expected standard.
- To confidently prepare and understand which dishes require dietary requirements, completing necessary paperwork where required.
- Complete all daily paperwork including record keeping of food temperatures and allergies.
- Awareness of departmental targets and to assist the team in achieving these.

The above is not an exhaustive list of duties and you will be expected to perform different tasks as necessitated by changing needs and the overall business objectives of the College.

## **8. Selection criteria**

### ***Essential***

- Qualified to a minimum of NVQ Level 3 (or equivalent) or qualified by experience
- Experience of providing a high standard of culinary skills in all areas of the kitchen, with a passion for cooking.
- Experienced, confident and knowledgeable in dealing with all food allergen and dietary requirements.
- Positive attitude, reliable, enthusiastic and self-motivated
- Great communication skills and excellent time management
- Ability to use own initiative and work within a team
- Flexibility to work to the hours required will include evenings and weekends and occasionally split shifts
- High standards of personal hygiene
- The ability to remain calm under pressure, and to provide excellent service to all in a busy kitchen environment.
- Conversant with Health and safety legislation and with current COSHH and Manual Handling regulations

### ***Desirable***

- Level three certificate in Food Safety (or willing to be trained by the College)
- Allergen Awareness Training (or willing to be trained by the College)

## **Benefits & other information**

- Pension: employment with the College provides enrolment into the 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 [recruitment@st-hughs.ox.ac.uk](mailto:recruitment@st-hughs.ox.ac.uk). References will be taken up for the successful candidate.

**Please note that the closing date will be Monday 10 February @ 09:00**

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*

