



Further Particulars Sous Chef

Internal Applicants Only

(Ref 900265)

We are looking for a well-organised, experienced chef to assist with running our dynamic and busy kitchen providing a wider variety of catering to an extremely high standard. You will supervise, train and motivate other kitchen staff and work alongside the Head Chef to ensure that the excellent food service is provided in an efficient and cost effective manner.

You will have an NVQ 3 in Hospitality & Catering, or equivalent and a Level 3 in Supervising Food Safety in Catering. As well as excellent technical skills as a professional chef and a wide knowledge of catering for different requirements and styles, you will have experience of supervising a team in a busy Kitchen and be able to undertake menu planning, costing and ordering using relevant IT resources.

About Somerville College

Somerville is a friendly and diverse College with a reputation of openness and inclusiveness. It is among the most international of the Oxford colleges that admit both undergraduate and graduate students. The current College community comprises approximately 550 undergraduate and graduate students, many of whom live on site, and around 200 academic and support staff as well as a host of visiting academics, former members, conference and bed & breakfast guests. The kitchen provides catering year-round for the students, staff and visitors including fine-dining and private functions as well as daily breakfasts, lunches and dinners.

Main Duties

- To assist with and maintain the provision of a healthy, nutritious and consistently high standard of food preparation and presentation.
- To organise and supervise the kitchen team so that food production and service runs smoothly.
- To liaise closely with the catering service team to ensure that any service problems are resolved as quickly as possible.
- To assist in establishing a recipe card system for standardisation of food production and presentation ensuring that these are used consistently
- To assist in the planning, costing and implementation of menus using seasonal availability whenever possible.
- To assist the Head Chef in the management of health, safety and hygiene within the kitchen, in line with the College's Food Hygiene and Health & Safety Policies and as required by relevant legislation.
- To monitor Safety standards within the kitchen, ensuring appropriate records are kept up to date.
- To ensure that all new procedures or use of new equipment are documented and comply with food safety and health & safety policies.
- To assist the Head Chef with the preparation and implementation of staffing rotas and work schedules for kitchen staff, in order to meet the catering needs of the College.
- To assist in monitoring time keeping ensuring that college procedures for filling out timesheets, reporting sickness absence and requesting annual leave are followed.
- To ensure that all staff wear the appropriate footwear and uniforms while on duty and that they comply with College policies regarding personal hygiene and cleanliness.
- To assist the Head chef to ensure effective communication amongst the kitchen team and between the kitchen and other areas of the catering department.
- To bring staffing issues promptly to the attention of the Head Chef, or the Catering & Conference Manager in the Head Chef's absence.
- To comply with College policies and procedures regarding the processing of orders and to process all food invoices on a daily basis.

- To check prices on ordering and delivery to ensure correct pricing and that the College benefits from any discounts.
- To follow the colleges ordering procedures and processes when ordering produce from nominated suppliers, anticipating delivery timings to coincide with the needs of the kitchen
- To assist with stock control through periodic stock checks, correct ordering, rotation, checking of deliveries and controlling wastage
- To report to the Catering & Conference Manager in the Head Chef's absence
- To accept a flexible attitude towards work and to understand that the requirements of the post may vary in changing circumstances.
- To carry out any additional and appropriate duties as required

Selection Criteria

Essential

- Supervising a team in a busy Kitchen
- Working within a similarly sized catering operation
- Menu planning and costing
- NVQ 3 in Hospitality & Catering, or equivalent and Level 3 in Supervising Food Safety in Catering
- Excellent technical ability as a professional chef
- Able to communicate appropriately with others
- Able to train, develop and guide other staff, motivating and leading by example
- IT literate; able to use Microsoft Outlook, Word, Excel, the internet
- Wide knowledge of and interest in food including classic, ethnic, vegan, vegetarian, special diets and allergens
- Understanding of Nutritional principles
- Food Hygiene, Health & Safety, COSHH regulations
- Carrying out risk assessments within a commercial kitchen
- Understands when to seek advice
- Interested in new food production and presentation innovations
- Committed and reliable
- Able to keep calm under pressure
- High standard of personal hygiene and general physical fitness
- Flexible approach to work duties
- Willingness to work evenings, weekends and occasional split shifts

Desirable

- Good time management skills
- Preparing meals within a fine dining environment

Terms and conditions

Full terms and conditions of employment will be provided in writing to the successful candidate. The information below is for guidance only and does not constitute the contract of employment.

Duration	This is a permanent, full-time, post.
Salary	The starting salary will be £27,913 p.a. which is aligned to Band 6.1 of the Somerville College pay spine (£27,913 to £31,394). Upon successful completion of the probationary period, individual salaries are increased in May of each year to the next spine point within the respective salary band, until the top of the pay band has been reached. In addition the College pay spine is uplifted for cost of living on a regular basis, normally annually.
Hours of Work	Normal hours of work will be 37.5 per week. The post holder will be required to work morning and afternoon/evening shifts on 5 days out of every 7 days. The staff rota will be amended from time to time depending on the needs of the College and the actual days of work may be altered accordingly.
Holiday Entitlement	The post holder will be entitled to 33 days holiday a year inclusive of 8 public holidays. Agreed College closure days will be deducted from the leave entitlement.
Pension	The post holder will be eligible for membership of a contributory Group Personal Pension scheme, from the commencement date of the appointment (subject to age requirements).
Life Assurance	College Employees are covered by free life assurance for the duration of their employment (subject to age requirements).
Meal Entitlement	Meals on duty will be provided free of charge.
Sickness Benefit	A maximum of six weeks' sick pay at full pay, calculated in any rolling twelve month period, subject to satisfactory notification of absence and production of medical certificates.
Employee Assistance Service	A confidential 24/7 telephone advisory and counselling service is available to all College employees and their family members who live in the same household.
Childcare	Somerville runs a small on-site Nursery. College employees may choose to enter a childcare salary sacrifice scheme (under the Income & Corporation Taxes Act 1988), which allows tax and national insurance exemption for this benefit. Alternatively employees may apply for childcare vouchers from 'Kids Unlimited'.
Training	The College will support the post holder to undertake any relevant training to enhance his or her work performance, and financial support for these development activities will be provided where appropriate.
Smoking policy	No smoking is allowed in any part of the College.
Parking	Unless related to a disability, there will be no parking available on College premises for the post holder.

Application Procedure

1. Please note that this post is open to internal applicants only
2. Download the Somerville College application form from the College website at www.some.ox.ac.uk/jobs
3. **Email your completed application form to the Human Resources Manager at: human.resources@some.ox.ac.uk stating vacancy reference 900265.**
4. Ensure you complete the personal statement section of the application form demonstrating how your skills and experience meet the person specification. Your application will be judged on the basis of how well you demonstrate that that you meet the selection criteria outlined above.
5. A curriculum vitae should also be included, but please note that CVs submitted on their own will be not considered or accepted as complete applications.
6. Please complete and return an equal opportunities recruitment monitoring form which will assist us with monitoring equal opportunities in recruitment. **Please send only one copy of this form** which can be emailed to human.resources@some.ox.ac.uk or sent in hard copy, separately from your application to:

Equal Opportunities Monitoring Assistant
Human Resources Department
Somerville College, Woodstock Road
Oxford. OX2 6HD
7. Equal Opportunities information collected does not form part of the selection process and will not be circulated to the selection panel. Completion of the equal opportunities monitoring form is voluntary. Data collected is used solely to monitor the effectiveness of the College's Equality and Diversity Policy and helps the College to meet its duties under the Equality Act 2010.
8. Communication regarding the status and outcome of your application will be made via e-mail.
9. **The closing date for completed applications is 10am on Monday, 19th June 2017**
10. **Interviews will be held on Thursday, 23rd June 2017**

Equal Opportunities statement

The policy and practice of the University of Oxford and of Somerville College require that all staff are afforded equal opportunities within employment. Entry into employment and progression within employment will be determined only by personal merit and the application of criteria which are related to the duties of each particular post and the relevant salary structure. In all cases, ability to perform the job will be the primary consideration. Subject to statutory provisions, no applicant or member of staff will be treated less favourably than another because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation. Where suitably qualified individuals are available, selection committees will contain at least one member of each sex.

Data Protection

All data supplied by candidates will be used only for the purposes of determining their suitability for the post and will be held in accordance with the principles of the Data Protection Act 1998 and the College's Data Protection Policy.

Pre-employment screening

If you are selected for the post, employment with the College will be conditional upon satisfying the following requirements.

1. Eligibility to work in the UK

The Immigration, Asylum and Nationality Act 2006 makes it a criminal offence for employers to employ someone who is not entitled to work in the UK. **We therefore ask applicants to provide proof of their right to work in the UK before employment can commence.**

Please note that you will need to provide original documents and where any documents are not in English a certified translation will be required. **Do not include these documents with your application.** You will be sent a request for the relevant information at the appropriate point in the selection process.

2. References

You are asked to give us details of two people who have agreed to give a reference for you. If you have previously been employed your referees should be people who have direct experience of your work through working closely with you for a considerable period. If you have been employed, at least one of your referees should be your formal line manager from your most recent job. It is helpful if you can tell us how each referee knows you and your referees should not be related to you. Your referees will be asked to comment on your suitability for the post, to provide details of the dates of your employment, and of any disciplinary processes which are still 'live'.

We will assume that we may approach your referees at any stage unless you tell us otherwise, so please state clearly if you wish to be contacted before a referee is approached.

3. Medical fitness

Please note that any offer of employment will be conditional upon receipt of a completed pre-employment medical health assessment questionnaire and confirmation from the University of Oxford Occupational Health Service that the candidate is medically fit for the post (allowing for any reasonable adjustments that may be required, in line with the provisions of the Equality Act 2010).

The purpose of the pre-employment medical health questionnaire is to:

- (i) assess the candidate's medical capability to do the job for which they have applied:
- (ii) determine whether any reasonable adjustments or auxiliary aids may be required to accommodate any disability or impairment which they may have
- (iii) ensure that none of the requirements of the job for which they have applied would adversely affect any pre-existing health conditions the candidate may have.

The appointment will not commence until medical fitness for work, and any reasonable adjustments that may be required, is confirmed by the University Occupational Health Service.