



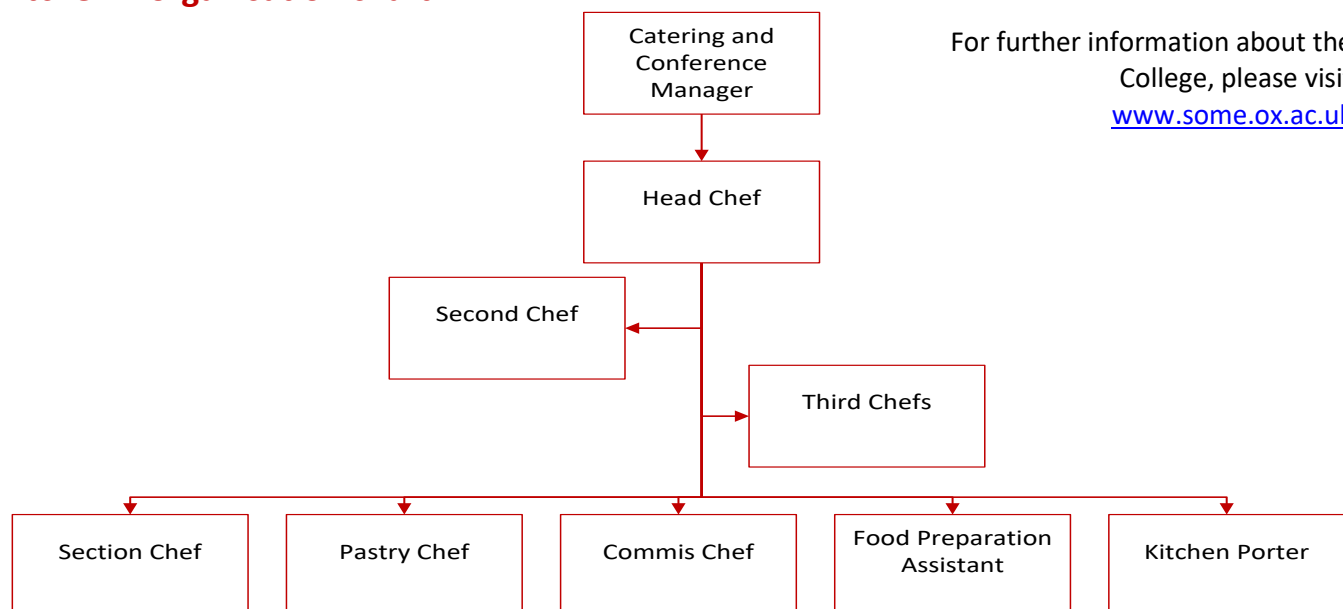
## Further Particulars Food Preparation Assistant

**Please note this vacancy is for internal applicants only**

We are seeking to appoint an organised individual with previous kitchen/food preparation experience to assist chefs in our busy kitchen with preparing, cooking and presenting high quality, nutritious food for our students, staff and visitors. You will be open to learning new methods and helping out as needed with a wide variety of routine and one-off tasks, using your skills and knowledge to maintain health and safety standards at all times.

An NVQ level 2 in professional cookery, or equivalent experience and a Food Safety level 2 qualification as well as basic knowledge of health and safety in a kitchen environment are essential. In return we offer generous benefits and opportunities for further training. Uniform and equipment will be provided.

### Kitchen – organisation chart



### 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.

### Main Responsibilities

#### 1. Food production

- To work / assist other chefs in the main kitchen with preparing, cooking and presenting the required quantities of high quality and nutritious food according to menu and recipe specifications.
- To be responsible for breakfast prep & service, daily mise en place, cheese boards, salads, salad bar ingredients, sandwiches and anything else as required and directed by the senior chefs.

- To be willing to learn new production methods or new recipes and to comply with the requirements of the senior chefs at all times.

## 2. Stock control

- To assist with stock rotation of all food products, labelling, dating and correctly storing all food products in the appropriate storage areas including fridges & freezers.
- To bring to the attention of the senior chefs any stock shortages or shortfalls as soon as they are apparent.
- To be equally responsible with the other members of the kitchen team for the monitoring and prevention of wastage or spoiling.

## 3. Daily Kitchen Duties

- To load and clear the internal food lift.
- To work in the pot wash area as and when required including covering staff sickness or holidays.
- To assist the chefs with the removal of food waste / rubbish and empty boxes.
- To assist in the cleaning Kitchen stores including fridges & freezers as and when requested.

## 4. Food Hygiene and Health and Safety

- To carry out duties in adherence to the College Food Hygiene Policy, and current Food Hygiene and Health & Safety legislation.
- To be familiar with Fire Safety and COSHH policies of the College.
- To work on a 'clean as you go' basis at all times in order to ensure that a high level of cleanliness is maintained in all areas of the kitchen.
- To carry out cleaning duties in the work area / kitchen as required by the senior chefs and cleaning schedules.
- To maintain a high standard of personal hygiene, to wear a clean uniform and to wear and use proper safety equipment at all times while on duty.
- To report all accidents and hazards or maintenance issues immediately to the senior chef on duty.

## 5. Other duties

- To maintain at all times a professional working relationship with the kitchen and food service teams.
- To carry out any additional and appropriate duties as required.

## Person Specification

Criteria	Essential	Desirable
• Previous experience working in catering/college kitchen	Y	
• Level 2 Award in Food Safety in Catering	Y	
• Level 2 Award in Professional Cookery	Y	
• Able to work as a member of a team in a busy environment	Y	
• Able to read and write English	Y	
• Able to follow instructions and guidelines	Y	
• Able to communicate appropriately with others	Y	
• High standard of personal hygiene and general physical fitness	Y	
• Understand when to seek advice	Y	
• Knowledge of Basic Health & Food Safety in catering environment	Y	
• Positive attitude towards work	Y	
• Supportive of the traditions of the College		Y
• Willing to take a flexible approach to work duties, to include cover for staff holidays, sickness and helping with additional functions.	Y	

## 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.

<b>Duration</b>	This is a permanent, full-time, post and will be dependent on satisfactory completion of a one-month probationary period.
<b>Salary</b>	The salary will be <b>£17,453</b> . The College pay spine is uplifted for cost of living on a regular basis, normally annually.
<b>Hours of Work</b>	Normal hours of work will predominantly be 7.00 a.m. to 3.15 p.m. Monday-Friday with unpaid breaks of 15 minutes in the morning and 30 minutes at lunchtime. It is expected that applicants will be willing to cover on occasional weekends and for staff holidays/absence.
<b>Holiday Entitlement</b>	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.
<b>Pension</b>	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).
<b>Life Assurance</b>	College Employees are covered by free life assurance for the duration of their employment (subject to age requirements).
<b>Meal Entitlement</b>	Meals on duty will be provided free of charge.
<b>Sickness Benefit</b>	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.
<b>Employee Assistance Service</b>	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.
<b>Childcare</b>	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'.
<b>Training</b>	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.
<b>Smoking policy</b>	No smoking is allowed in any part of the College.
<b>Parking</b>	Unless related to a disability, there will be no parking available on College premises for the post holder.

## Application Procedure

1. Download the Somerville College application form from the College website at [www.some.ox.ac.uk/jobs](http://www.some.ox.ac.uk/jobs)
2. **Email your completed application form to the Human Resources Manager at: [recruitment@some.ox.ac.uk](mailto:recruitment@some.ox.ac.uk) stating vacancy reference 900257.**
3. 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.
4. 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.
5. 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](mailto: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
6. 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 Single Equality Act 2010.
7. Communication regarding the status and outcome of your application will be made via e-mail.
8. **The closing date for completed applications is 10am on Monday, 6<sup>th</sup> March 2017**
9. **Interviews will be held in the week beginning 13<sup>th</sup> March 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.