

Commis Chef

(Vacancy Ref 900326)

We are looking for two Commis Chefs, each with a passion for food and cooking and NVQ 2 in Hospitality & Catering, or equivalent and, ideally, a Level 2 Award in Food Safety to join our talented team of chefs. You will be involved in preparing meals of high quality to senior members, students and commercial customers, including fine-dining for events and special dinners. A good understanding of Food and Health and Safety Regulations, flexibility and a willingness to learn are essential.

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.

What will you do

- Work/assist other chefs with preparing, cooking and presenting high quality menus
- Assist with service of food at special banquets or for regular dining
- Learn new production methods or new recipes
- Assist with stock rotation and label, date and store all food items following procedures
- Take guidance from the senior chefs, assisting with their workloads as needed
- Work as part of the team to prevent food waste, working efficiently

To be successful you will need

- Enthusiasm and interest in food and cooking
- Ability to work as part of a team in a busy environment
- Ability to follow instructions and guidelines
- Good communication skills
- Willingness to take a flexible approach to work duties and hours

The role

- Permanent
- 37.5 hours per week (morning and afternoon/evening shifts on 5 days out of 7, including weekends)
- Salary of £18,299-19,488 – (£9.38-£9.99 per hour)
- Annual progression to top of salary scale, cost of living reviews, normally annually

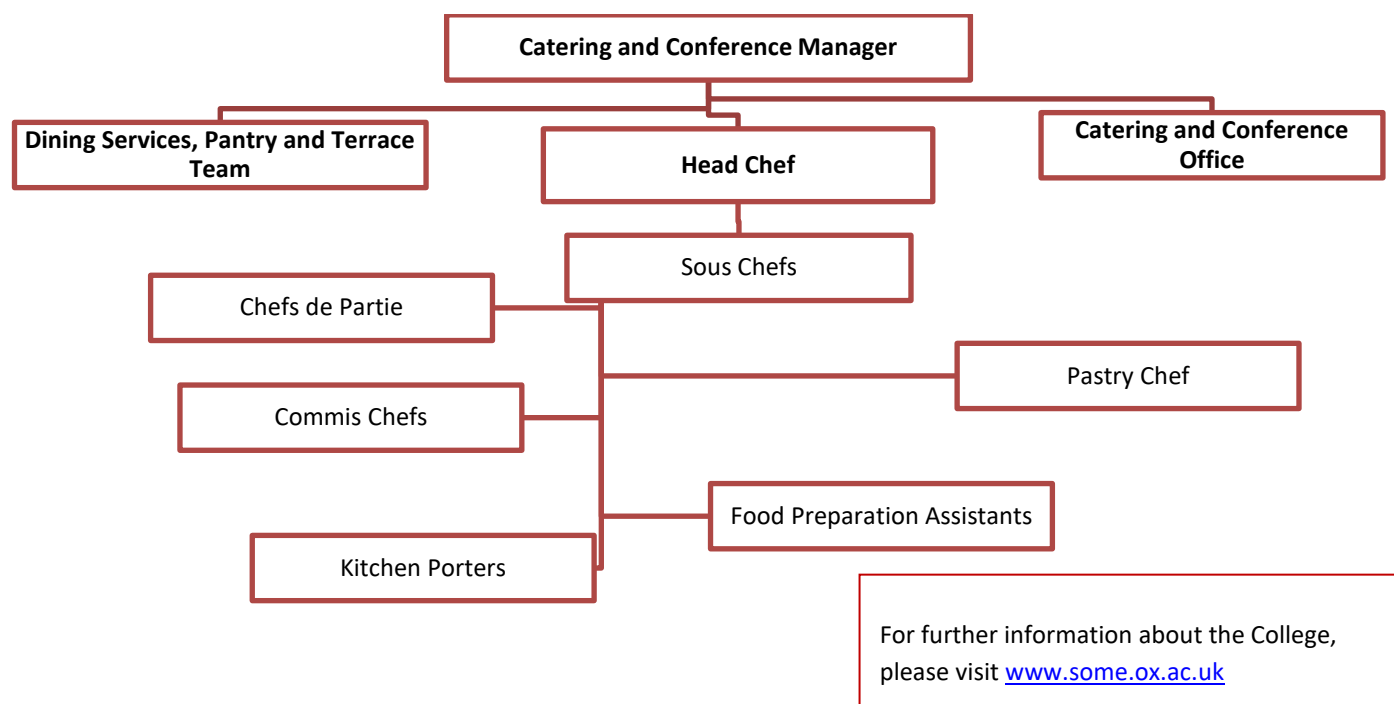
Full terms and conditions will be provided to the successful candidate.

Key benefits

- 38 days annual leave (inclusive of Bank Holidays and College closures)
- Free meal while on duty
- Generous pension scheme
- Free Uniform
- Training and personal development opportunities

The Catering and Kitchen Teams

Our dynamic Kitchen and Catering Teams provide a varied range of catering, from high-end fine dining to conferencing and student meals. As well as the term time provision of breakfast, lunch and dinner for our own students, fellows and staff seven days a week, full catering facilities are provided during the vacation periods to residential summer schools visitors staying in the College. Catering for individual bed & breakfast guests is also an important regular activity.



Main duties

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 assist with the service of food at special banquets or in the pantry when required.
- Be willing to learn new production methods or new recipes, following the guidance of the senior chefs.

2. Stock control

- To assist with stock rotation and label, date and store all food items in appropriate storage areas including refrigerators and freezers following procedures in place.
- To assist members of the kitchen team with the prevention of food wastage and spoilage.

3. Food Hygiene and Health and Safety

- To follow the College's Food Hygiene Policy, and current Food Hygiene and Health & Safety legislation.
- To be familiar with Fire Safety and COSHH policies of the College.
- 'Clean as you go' at all times so that a high level of cleanliness is maintained in all areas of the kitchen.
- To carry out additional cleaning duties in the kitchen as required by the senior chefs and work rotas.
- Maintain a high standard of personal hygiene, wearing a clean uniform using appropriate safety equipment at all times while on duty.
- To report all accidents and hazards or maintenance issues immediately to the **Senior Chef on duty**.

4. Other duties

- Maintain professional working relationships with the kitchen, food service teams and agency staff.
- To carry out any additional and appropriate duties as required.

Selection criteria

Essential

- NVQ 2 in Hospitality & Catering, or equivalent
- Level 2 Award in Food Safety
- Interested in food and cooking
- Able to work calmly under pressure as part of a busy team
- Ability to communicate appropriately with others
- Able to read, write and follow instructions/guidelines in English
- Knowledge of Basic Health and Safety in a kitchen environment
- High standards of personal hygiene and general physical fitness
- Willingness to take a flexible approach to work duties and hours

Desirable

- Work experience as a commis chef is not essential, training and development will be provided
- Some work experience or experience of work undertaken during the NVQ course would be an advantage
- Understanding of special diets and allergies

How to apply

Please provide:

- A completed application form (including a personal statement and details of at least 2 referees)
- A CV (CVs submitted on their own will not be considered)
- An Equal Opportunities Monitoring Form

Email your completed documents to: recruitment@some.ox.ac.uk and quote the vacancy reference number

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 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.

There is no closing date for this vacancy. Applications will be assessed as they arrive and suitable candidates invited to interview. The post will remain open until a suitable candidate is appointed. Early application is therefore advised.

Equal Opportunities

Equal Opportunities data does not form part of the selection process and will not be circulated to the panel. Completion of the form is voluntary. Data is used to monitor the effectiveness of the College's Equality and Diversity Policy and helps us meet our duties under the Equality Act 2010.

We are committed to ensuring that all applicants and staff are afforded equal opportunities within employment. Entry and progression 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 a protected characteristic. 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 General Data Protection Regulations 2018 and the College's Data Protection Policy.

Pre-employment screening

DBS - For some posts, successful candidates will be required to complete an enhanced Disclosure and Barring Service (DBS) check. You will be advised whether this applies if you are offered the post.

Eligibility to work in the UK - It is 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 before employment starts. You will need to provide original documents (and certified translations, if necessary). **If invited to interview, please bring these documents with you.**

References - Please provide details of at least two referees who have direct experience of your work through working closely with you. Where possible, at least one should be your line manager from your most recent job. It is helpful if you can tell us how each referee knows you. Referees will be asked to comment on your suitability for the post, confirm the dates of your employment, and of any disciplinary processes which are still 'live'. **Unless you state otherwise, we may approach your referees at any stage. Please state clearly if you wish to be contacted before a referee is approached.**

Fitness to work - employment will be conditional upon confirmation from the University of Oxford Occupational Health Service that you are medically fit for the post (allowing for any reasonable adjustments that may be required, in line with the provisions of the Equality Act 2010). This will be assessed via the pre-employment questionnaire which will be provided to the successful candidate.

The purpose of questionnaire is to:

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