



## Senior Chef de Partie (internal applicants only)

(Ref 900338)

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. This role covers the day-to-day operational aspects of food production, stock control, health and safety as well as the supervisory elements of running a meal services (both standard and bespoke events) to ensure that the high standards required are met in an efficient and cost effective manner.

Although not a management role, in the absence of the Head Chef/Sous Chefs, the Senior Chef de Partie is expected to work independently to guide, supervise and support junior members of the team and ensure that quality and timely service requirements are met at all times.

### The role

- Permanent
- 37.5 hours per week (combination of morning and afternoon/evening shifts on 5 days out of 7, including weekends)
- Starting salary of £25,451
- Band 5 of the Somerville College pay spine (£25,451 - £28,624)
- Probation period of 6 months

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

For full details of benefits please see [www.some.ox.ac.uk/jobs/benefits](http://www.some.ox.ac.uk/jobs/benefits)

## About 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 at this time.

# Job description

## Main Duties

### 1. Chef duties

As an “on the floor” chef to:

- Work effectively as part of the wider kitchen team in preparing, cooking and presenting high quality food, according to specifications. This requires particular attention to quantity and portion control, nutrition and food safety.
- Ensure the correct and safe use of all kitchen equipment and machinery, guiding and training junior chefs on safe operation as needed.
- Prepare and cook a wide variety of food, using appropriate methods, in a consistent and waste-aware manner to provide a good example to more junior chefs on technique and effective methods.
- Support the senior chefs during preparation and cooking by responding in a flexible and timely way to any requests, changes of plan or unforeseen circumstances to ensure service is not affected.
- Liaise with the senior chefs on recipe compilation and testing with a willingness to learn and adopt new methods.
- Assist with service at special functions and/or in the pantry as needed.

### 2. Stock control and efficiency

- To place food orders in the absence of the senior chefs accordingly to standard procedures, maintaining an awareness of cost and use by dates.
- Ensure that stock rotation of all stored food (including in fridges and freezers) is carried out as needed and that all items are correctly labelled and stored as per kitchen and industry requirements.
- To continuously liaise with the senior chefs to ensure stock levels are appropriately maintained, addressing any shortages or stock issues.
- To take individual and joint team responsibility for conducting all food preparation and cooking in a waste-conscious manner to prevent excess waste and premature spoiling of food.
- To assist the senior chefs with stock takes as needed.

### 3. Food Standards

- To adhere to stringent food hygiene and safety legislation at all times, carrying out duties in accordance with College policy.
- To promote strict compliance to food hygiene and health and safety practices in more junior members, correcting and guiding on requirements as needed when under your supervision.
- To keep abreast of changes in legislation and practice and assist with the updating of procedures to reflect this.
- To maintain a keen awareness and responsiveness to food allergens, ensuring all procedures, labelling and handling policies are adhered to at all times by you and the team.
- To be familiar with College Fire Safety and COSHH policies.
- 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 work area and kitchen as required by the senior chefs and work rotas.
- To 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 Head Chef or Sous Chef on duty or, in their absence, to the Catering and Conference Manager.

#### **4. Supervisory duties**

- To promote and uphold the highest kitchen standards at all times, alerting the Head/Sous Chefs of any concerns as they arise.
- To liaise with the senior chefs in ensuring that the kitchen operating procedures are followed, kept up-to-date and communicated to all staff members appropriately.
- To assist the senior chefs in guiding, supporting and developing the skills of the more junior members of the team.
- In the absence of the senior chefs, to run meal services according to standard procedures and guidelines, liaising with the pantry and the Catering and Conference Manager as needed.

#### **5. Other**

- To maintain at all times a professional working relationship with the kitchen and food service teams.
- To follow the kitchen procedures in operation at the time, asking for help and guidance as needed and reporting any issues or concerns as they arise.
- To be willing to develop own skills and knowledge, through training or on-the-job learning from the senior chefs.
- To carry out any additional and appropriate duties as required and as commensurate with the level of the post.

### **Selection Criteria**

#### **Essential**

- NVQ 3 in Hospitality & Catering, or equivalent
- Level 2 Award in Food Safety in Catering
- Experience of running a section/meal service within a busy kitchen environment
- Be able to demonstrate a passion and flair for high quality food.
- Be able to work independently and professionally.
- Substantial proven experience of producing high standards of meals in large quantities.
- Good communication skills. Must be able to effectively communicate instructions and liaise with all levels of staff within the team and in the wider College in a courteous and professional manner.
- Basic IT/Administration skills to enable ordering and use of College systems as needed.
- An up-to-date, sound working knowledge of Health and Safety and Food hygiene regulations.
- Experience of dealing with a wide range of food allergies, special diets and nutrition requirements.
- High standard of personal hygiene and general physical fitness
- Willingness to take a flexible approach to work duties – taking a hands-on approach and covering for other staff as needed
- An ability to work calmly and effectively under pressure and motivate others to do the same.

#### **Desirable**

- Experience of working in a fine dining environment
- Interest in new food production and presentation innovations
- Experience of working in an Oxford college or similar environment
- Experience of training and developing junior chefs
- Supervisory skills training
- Emergency first aid at work

## Application Procedure

### Your application should comprise

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

Email your completed documents to: [recruitment@some.ox.ac.uk](mailto:recruitment@some.ox.ac.uk) please quote vacancy reference 900338 in the heading

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.

Communication regarding the status and outcome of your application will be made via e-mail.

**The closing date for completed applications is Friday 1<sup>st</sup> November 2019.**

## Equal Opportunities

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 2018 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.

April 2019