



Further Particulars

Pastry Chef – fixed term

We are looking for a self-motivated, experienced pastry chef, to work alongside a team of chefs and kitchen staff. The successful candidate will be responsible for providing desserts and high-quality pastries, to senior members, staff, students and commercial customers of the College, in compliance with Food Hygiene, Health and Safety Regulations and College policies.

This is a fixed-term, full time (37.5 hours per week) role, for six months in the first instance, to cover current staffing needs. The post holder will be required to alternate between morning and afternoon/evening shifts on Monday to Friday, with occasional Saturdays, depending on the needs of the department.

The post holder will report to the Head Chef and be supervised by the Lead Chef on duty.

About Somerville College

Somerville is a forward-looking and adventurous 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, and is a friendly and diverse place which provides access to research, learning and the pursuit of excellence in all that we do. The current 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 and breakfast guests.

The Kitchen

Catering for the students, fellows and staff 7 days a week, the College also provides full catering facilities to both internal and external clients, ranging from a sandwich lunch to a full banquet menu. During the vacation periods, the College houses a number of residential summer schools from around the world, catering on both a full and half board basis as well as operating for individual bed and breakfast guests.

For further information about the College, please visit <https://www.some.ox.ac.uk>

Main Responsibilities

1. Food Production

- To prepare and deliver high quality dessert and pastry items on a daily basis
- To assist with service of desserts at college dinners and commercial banquets as and when required.
- To assist in the compilation and implementation of standard and new dessert recipes.
- 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 food items including refrigerators and freezers. To label, date and store correctly all food items in appropriate storage areas.
- 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 monitoring and prevention of wastage or spoiling.
- To participate in or assist with monthly or regular stock takes.

3. 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 the pastry area.
- To carry out cleaning duties in the work area as per work rota and as required by the senior chefs
- To maintain a high standard of personal hygiene and to wear a clean uniform and use 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

- To maintain at all times a professional working relationship with all staff
- Assist senior chefs with the development of junior members of the team
- To carry out any additional and appropriate duties as required.

Selection Criteria

Essential

- NVQ 3 in Hospitality & Catering, or equivalent
- General Patisserie and Confectionery Level 2
- Food Safety Level 2 certificate
- Allergen awareness training
- Experience of working in a busy kitchen environment
- An ability to work effectively under pressure
- Be able to demonstrate a passion and flair for high quality food and proven experience of producing high standards of produce
- Be able to work without direct supervision
- Ability to communicate appropriately with others
- Thorough familiarity with Health & Safety & food hygiene regulations
- Knowledge of food allergies, special diets and nutrition
- High standard of personal hygiene and general physical fitness
- Willingness to take a flexible approach to work duties

Desirable

- Patisserie and Confectionery Level 3
- Experience of working in a fine dining environment
- Interest in new food production and presentation innovations
- Supportive of the traditions of the college

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 fixed-term, full-time post, for six months in the first instance, to cover current staffing needs, and will be dependent on satisfactory completion of a three-month probationary period. The appointment will be made subject to satisfactory employment checks as detailed below under 'Pre-Employment Screening'.
Salary	The salary will start at £32,000 p.a. for 37.5 hours per week, depending on skills and experience. The College pay spine is uplifted for cost of living on a regular basis, normally annually.
Hours of Work	The post holder will be required to alternate between morning and afternoon/evening shifts on Monday to Friday, with occasional Saturdays, depending on the needs of the department. 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 pro-rata of 38 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).
Sickness Benefit	A maximum of (pro-rata) 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.
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 or vaping is allowed in any part of the College.
Parking	There is no parking on-site.

Application Procedure

Please apply via www.some.ox.ac.uk/about/jobs using our online recruitment site.

Closing date for completed applications is noon, Friday 31 July 2026.

Interviews are likely to take place, in-person during week commencing 24 August 2026.

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.

Your data

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 policies. Further details are available at <https://www.some.ox.ac.uk/privacy-foi/privacy-notice/>

Pre-employment screening

Any offer of employment will be subject to the following:

1. Documentary proof of right 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.**

Our HR team will provide further details at the appropriate stage in the process.

2. Evidence of qualifications

You will be asked to provide original certificates and documentation to evidence any qualifications, licences, registration or training that is required for the role and that has been stated by you as having been obtained.

3. Medical fitness

Any offer of employment will be conditional upon receipt of a completed pre-employment medical health declaration. If necessary, confirmation of medical fitness for the post (allowing for any reasonable adjustments that may be required, in line with the provisions of the Equality Act 2010) may need to be obtained by our Occupational Health provider.

4. Further checks

Where required for the role, further checks, such as DBS, may be required. The HR team will advise applicants of the need for any additional checks as appropriate.

Jan 2024