



## Job Description

<b>Job Title:</b>	Head Chef
<b>Accountable to:</b>	Catering Manager (designate)
<b>Accountable for:</b>	All chefs, Head Kitchen Porter and kitchen porters, Catering Administrative Assistant
<b>Liaison with:</b>	Fellows, Students, Staff

### Overview of Role

University College Kitchen serves approximately 600 students and 250 staff throughout both the academic and calendar year. On a daily basis the Kitchen supplies hot and cold food for around 350 diners through the Buttery and up to 170 four course plated dinners 3 nights a week. Summer schools, conference catering and private diners are also provided for by the Kitchen. Expected standards of production and presentation are high; in order to achieve these it is essential that Chefs are provided with a range of development opportunities in all aspects of food production. Univ's Kitchen is part of the Sustainable Restaurant Association and is committed to retaining the 5 stars food hygiene rating achieved since the standard was first introduced.

### Specific Duties

#### *Leadership*

- To foster excellent working relationships with the Fellowship and student representatives so as to be aware of emerging concerns and expectations, and to be able to respond to these appropriately.
- To assist the Catering Manager (designate) as required in representing the college within the wider collegiate university at the relevant catering committee and other ad hoc committees as appropriate.
- To assist the Catering Manager (designate) in supporting other college officers in their roles by collaboration on ideas generation, food and beverage offer development, policy-making and by providing practical, service support.
- To inspire the kitchen team to be creative, seek excellence and take pride in their work.
- To continue the professional and personal development of the kitchen team to follow Univ's values at all times.
- To assist in the promotion of a learning culture through the kitchen department, to support this culture being promoted in other departments within the domestic bursary team.
- To collaborate and cooperate with the Front of House Team in ensuring a comprehensive approach to customer service within the College's hospitality initiatives and throughout the business/income generation model.

### ***Staff Management***

- To oversee the preparation and presentation of food to the highest standard at all times.
- To recruit, train and manage kitchen staff and ensure that they carry out their duties professionally, efficiently and to the highest standards of food production and hygiene in accordance with the kitchen operating procedures.
- To determine the duty roster for the kitchens and ensure that there is an appropriate level of staff at all times.
- Training; evaluate the training needs of all chefs and porters and arrange for the training to take place. This also involves organising and facilitating several training days every year for kitchen staff to ensure they are up to date on all procedures and systems.
- Conduct on the job training, imparting skills and knowledge to all catering staff under supervision.
- To oversee day-to-day menu planning, prepare rota's, ordering and receiving supplies and processing required financial information.
- Monitor staff performance through the annual appraisal cycle and put in place any rewards or personal improvement plans which arise as a result.
- To assure food safety in the College by undertaking all due diligence in the process of procuring, preparing and serving food at all times.

### ***Finances and Property Management***

- To report maintenance problems, reported from any of the College properties, including ensuring that procedures are in place for dealing with minor maintenance issues "out of hours" as well as to call-out tradesmen / contractors, in collaboration with the Works Department.
- To procure all supplies in accordance with the Colleges contractual obligations and make recommendations for better value for money procurement processes.
- To undertake a regular stock take, once in 0th week before each term starts and then monthly during term time.
- To cost control to stabilise and reduce the costs of Common Table and student Formal Hall subsidy.

### ***Health and Safety and Compliance***

- To ensure that all food production and service areas comply with standards required under the Food Safety Act, Health and Safety at Work Act and any other relevant legislation.
- To ensure all risk assessments and method statements for use of equipment and relevant spaces/activities are maintained on an annual basis.
- To ensure that appropriate PPE is available and worn at all times as required.
- Ensure that all equipment is fully serviceable and has undergone all servicing and repairs required before use.
- Ensure a safe working environment for staff and for College Members.
- To maintain a 5 star food safety and hygiene rating throughout the kitchen environment.

### ***COSHH***

- To ensure that all chemicals are recorded and kept in accordance with the COSHH regulations.
- To use cleaning and maintenance fluids as required and in accordance with manufacturers guidance.
- To ensure that all departmental personnel are trained and experienced with the management of substances hazardous to health.
- Any other duties commensurate with the role and grade.

# Person Specification

- Excellent leadership skills
- Ability to lead effectively and demonstrate adaptability to take on new tasks and procedures, and measure the effectiveness of them
- Excellent communication skills - ability to understand written and oral instruction
- Self-starter demonstrating an ambitious outlook for the College.
- Substantial experience of delivering good quality food within a set framework of standards and costs
- Qualified knowledge of food hygiene and health and safety practices
- Food hygiene certificate
- City & Guilds level 706/2 or NVQ level 2 equivalent or relevant on the job experience
- Ability to work under pressure to high standards
- An approachable “can do” attitude to their style
- Able to keep their cool within pressurised situations
- Willingness to undertake training

## Terms and Conditions

**Salary:** The salary on appointment will be in the region of £35,000 - £40,000.

**Hours of Work:** This is a full-time post (40 hours per week). The post-holder will be expected to work such hours as are necessary to discharge the duties of the post (this may involve out of hours working).

**Holidays:** The appointee will be entitled to 30 days paid annual holiday, together with normal statutory public holidays. Several days of this annual leave will normally be taken at Christmas during the periods of College closure.

**Maternity, Paternity, Parental and Sick Leave:** The College has adopted the schemes of maternity, paternity, parental and sick leave laid down by the University of Oxford from time to time.

**Pension Scheme:** Membership of the USS Pensions Scheme is available, which would currently require a contribution of 8% of salary while the College would contribute 18% of salary.

**Health Insurance:** The College will pay the appointee's membership fee of its medical insurance plan, currently held with BUPA for as long as the College elects to remain in the scheme.

**Review:** The appointment will be offered with a review period of six months. During the review period the appointee will be expected to meet the full requirements of the role, and achieve a satisfactory level of performance.