



UNIV

UNIVERSITY COLLEGE OXFORD



BRIEF FOR THE POSITION OF CHEF DE PARTIE

April 2022

CONTENTS

[The Department and this Post](#) – page 2

[Job Description](#) – page 3

[Salary and Benefits](#) – page 5

[Application Process](#) – page 6

[University College Map](#) – page 7



THE DEPARTMENT AND THIS POST

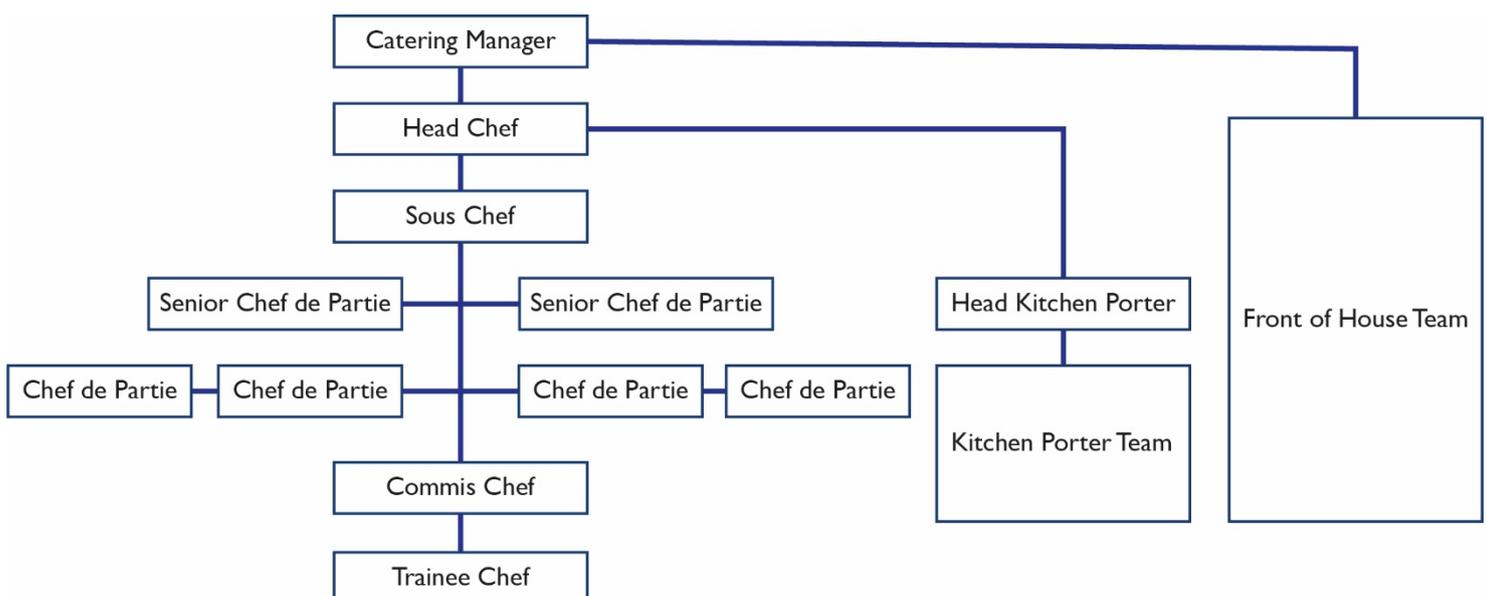
University College wishes to appoint a Chef de Partie to start as soon as possible to join the Kitchen team and help us to continue providing staff, students and guests of University College with a first-class dining experience.

The College was established in 1249 and currently has approximately 600 students and 250 staff. The main site is situated in the centre of Oxford on the High Street. The college also has satellite buildings at Staverton in North Oxford and a Sportsground on Abingdon Road. Being one of the oldest Colleges in Oxford, we pride ourselves on upholding tradition and values of Oxford, whilst constantly looking to develop our offer to move with trends and dining on the High Street.

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.

Chef de Partie is a key role in the kitchen, working alongside a team of chefs, kitchen porters and the Catering team, including the Front of House staff. Together we provide first class catering through the year. The majority of food comes from our kitchen on the main Univ site and is served in one of our main 4 dining areas. The business is busy all year round with several weddings, traditional events and Summer Schools and conferences outside of the Oxford University Term times.

Department Structure



JOB DESCRIPTION

Job Title: Chef de Partie

Reporting to: Head Chef

Main Purpose: To assist the kitchen brigade on producing high quality food for students, fellows and staff of the college. To maintain the cleanliness of the kitchen and all store areas in line with the cleaning schedule. To follow all standards of production and working practices as instructed. To oversee the standards and working practices of Commis Chefs, Trainee Chefs and Kitchen Porters.

Hours of Work: This post is a full-time role based on 40 hours per week. The rota is based on 5 days per week and will involve generally straight shifts, working early or late shifts and, where possible, alternate weekends. Overtime over 40hrs per week is paid.

Main Duties

- To prepare and cook food to the College's standards under the supervision of Senior Chefs;
- To learn working practices and methods of food production as instructed by the Senior Chefs;
- To work as a team with all departments to produce the best experience for customers and colleagues alike;
- To take charge of a designated section in the kitchen and produce all food for that section as directed by menus and Senior Chefs;
- To help train and develop all Junior chefs and Kitchen Porters as directed by Senior Chefs;
- To assist with menus and rotas as needed and requested by the Head Chef;
- To meet daily deadlines and targets as instructed;
- To maintain set standards at all times;
- To assist with receiving and checking of deliveries as required;
- To assist in the security of the stores and fridges in the kitchen area;
- Any other reasonable task which falls within the prime objective of this job.

Personal Specifications

- Substantial experience of delivering good quality food within a set framework of standards and costs;
- Energetic, committed and enthusiastic;
- Ability to understand and follow written and verbal instructions;
- Working knowledge of food hygiene and health and safety practices;
- 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;
- Professional and friendly manner.

Experience

- Proven ability to lead effectively and demonstrate adaptability to take on new tasks and procedures;
- NVQ Level 2 or City & Guilds Level 706/2 or Relevant on the Job Experience;
- Current Food Hygiene Level 2 Certificate;
- Any relevant Job Training such as C.O.S.H.H. training, Manual Handling, First Aid, Risk Assessment training etc. are desirable but not essential on the Job Training will be given.

SALARY AND BENEFITS

- **Salary** - £26,500 per annum

Benefits Package Including:

- 29 days holiday per annum, plus Public Holidays
- Meals provided free of charge whilst on duty if the kitchens are open
- Oxford Staff Pension Scheme (OSPS) membership
- Free Bus Pass (plus option to pay for increased bus coverage with the Bus Pass Purchase Scheme)
- Bicycle Purchase Scheme
- Access to the Employee Assistance Programme



APPLICATION PROCESS

To apply, please complete an application form available below and return to the HR Coordinator via email to hr.admin@univ.ox.ac.uk or by post to HR Coordinator, University College, High Street, Oxford, OX1 4BH.

For further details about University College please visit the website: univ.ox.ac.uk

Please note this vacancy will stay active until a suitable candidate is found and applications will be assessed as they are received.

Interview dates TBA

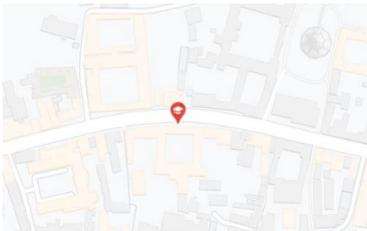
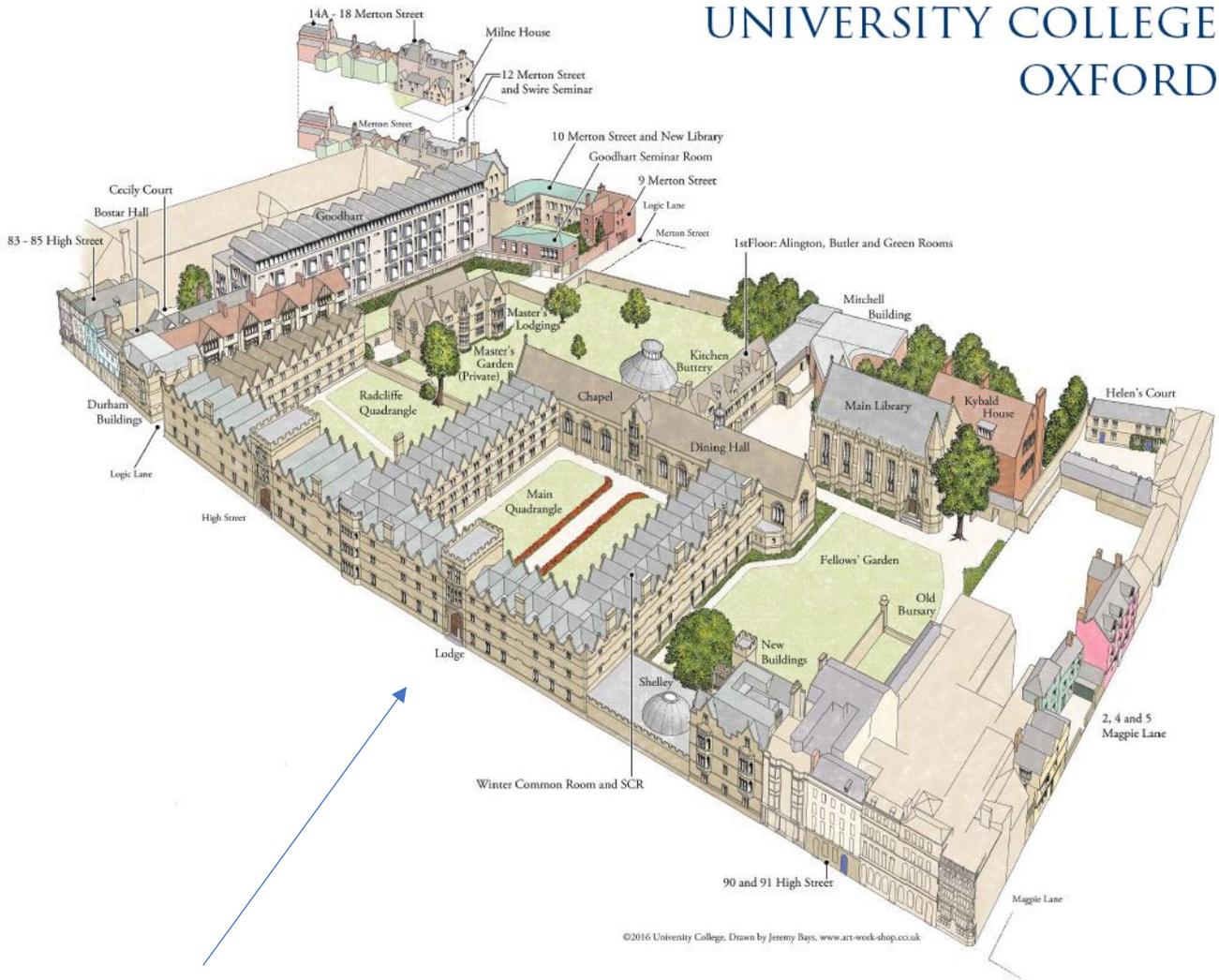
Interview Process

The interview process will comprise a formal interview and a 'trade test' where we will ask you to come in, prepare something for us to eat and meet the team.

The College is an equal opportunities employer and we welcome applications from all candidates and encourage applications from women and minority groups who are currently under-represented in this part of the College.



UNIVERSITY COLLEGE OXFORD



[Click for Google Map](#)

