



## Further Particulars

### Executive Chef

#### The Catering Department

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

#### The Role

The Executive Chef has overall responsibility for the successful, efficient and cost-effective delivery of catering services across University College. The Executive Chef will report to the Domestic Bursar and will work closely with the Head Chef to ensure that menus meet the reasonable expectations of Fellows, students, staff, summer school and conference delegates and all private parties held in the College.

The post-holder will also work closely with the Head Steward and the Conferencing Team to ensure that prospective bookings requiring catering can be provided for within the normal scope of the catering resources or that any special requirements are fully costed and agreed with the client at the time the booking is accepted (this includes College events).  
the College's undergraduate admissions process.

In addition, he or she will also manage the Kitchen account as delegated by the Domestic Bursar, preparing annual budgets and monitoring performance against them.

The post holder will be integral to the development of the café/bar and the food and beverage offer throughout the design and construction and the delivery of the University College, North project. "Univ North" will provide the College with an additional 150 bed spaces in Summertown with a suite of community facilities to ensure that the site becomes both self-sufficient and attractive to the students, staff and fellows who live at and use the site into the future. It is the biggest development in the College in over 50 years and as such is an important part of the Executive Chef's portfolio of facilities. We are at a critical stage of development and are looking for an incumbent who has the drive, ambition and vision to take a new facility and offer forward to the next stage of the College's history.

Further details of the duties are provided in the *Job Description*.

## Pay and Benefits

*Salary* – c£50,000 - £59,000 p.a., depending on experience.

*Contact Type* – Permanent

*Hours* – 36.5 hours per week. Flexibility in working hours will be required.

In line with the responsibilities of the post, flexibility in working hours will be required as the role requires some out of hours work for events and meetings. The post carries with it generous benefits, including:

<b>Annual Leave</b> 30 days' annual holiday pro rata excluding bank holidays*	<b>Free Lunches</b> While on duty and if the kitchens are open	<b>Pension</b> Membership of the USS Pension Scheme
<b>Employee Assistance Programme</b>	<b>Occupational Sick Pay</b>	<b>Bus Pass Purchase Scheme</b>
<b>BUPA Health Care Insurance</b> with access to spouse/partner and children	<b>Enhanced Maternity Pay</b>	<b>Bicycle Purchase Scheme</b> Salary Sacrifice Scheme

\*Holiday cannot normally be taken during term time and College Staff may be required work on Bank Holidays falling during term time

The appointment will be conditional on verification of the successful candidate's right to work in the UK and the receipt of satisfactory references.

## How to apply

Please submit a CV and a cover letter, explaining how your experience, skills and qualifications meet the criteria for the post.

Applications should be sent by email to the HR Coordinator at [hr.admin@univ.ox.ac.uk](mailto:hr.admin@univ.ox.ac.uk).

The closing date for applications is 12 noon on **Friday, 7 October 2022**. The interview date TBA.

*The College is an equal opportunities employer and applicants are therefore asked to complete the confidential and anonymous recruitment monitoring form.*

### **Data Protection**

All personal information will be treated in accordance with the principles of the GDPR and related UK data protection legislation. If appointed, your application information will be retained securely as part of your confidential staff record. University College Privacy Policy & Information on how Univ uses your data can be found on <https://www.univ.ox.ac.uk/policy-documents/>