



## Further Particulars

### Sous Chef

#### About the College

Founded in 1249, University College ('Univ') is the oldest educational foundation in Oxford. It combines an ancient heritage with a thoroughly modern approach to fostering excellence in teaching and research.

Univ is an independent, self-governing educational charity overseen by the Governing Body, which has accountability as trustees for all aspects of the running of the College. The Governing Body comprises of approximately 50 Fellows and is chaired by The Master as well as underpinned by a structure of committees. In addition, there are approximately 85 academic staff comprising teachers and researchers and 150 non-academic staff working in various support roles.

Univ caters for approximately 600 students and 250 staff throughout both the academic and calendar year. Approximately 350 diners come through the Buttery on a daily basis, which provides up to 170 three course plated dinners two nights a week. In addition, the Fellowship of the College and their guests dine in Hall and the Senior Common Room regularly where they enjoy fine dining experience. Summer schools, conference catering and private diners are also provided for, with high end fine dining and weddings being an important part of our portfolio. For further information about the College go to [www.univ.ox.ac.uk](http://www.univ.ox.ac.uk).

#### The Kitchen Team

The kitchen team consists of: Head Chef, Sous Chef (advertised position) 2 x Senior Chefs de Partie, 3 x Chefs de Partie, 2 x Junior Chefs, Kitchen Admin Assistant, and a full Porter team.

The team work on a straight shift Rota consisting of 'earlys', 'lates' and weekends, offering a good work/life balance.

#### The Role

The Sous Chef reports to the Head Chef and will be jointly responsible for overseeing the preparation and presentation of food to the highest standard at all times. The post-holder will work with the Head Chef on menu planning and development, with an emphasis on utilising fresh local food, with an awareness of our multicultural community taking into account dietary requirements and agreed food budget, with effective purchasing and planning.

The ideal candidate will possess strong leadership qualities and outstanding organisational skills and need to be able to demonstrate passion and energy to be continuously identifying and

developing areas for improvement. S/he will liaise regularly with other teams and departments, including the Kitchen, Conference and Events team, Development and the Master's Office to ensure every customer experiences a consistent level of service (see [job description](#) for further information).

## Pay and Benefits

The post is offered on a salary in the range of circa £40,000 - £45,000 (with pay above the minimum depending on competencies and experience).

The post is permanent (subject to a probation period of 6 months and full-time (based on 40 hours a week), Monday to Sunday. In line with the seniority and responsibilities of the post, flexibility in the weekly working hours and days will be required.

The post carries with it generous benefits, including:

<b>Annual Leave</b> 30 days' annual holiday excluding bank holidays*	<b>Free Lunches</b>	<b>Discounted Bus Pass</b>
<b>Pension</b> USS Pension (Salary Exchange) Scheme	<b>Occupational Sick Pay</b>	<b>Discounted Bus Pass</b>
<b>Family Friendly Policies &amp; Practices</b>	<b>Private Health Insurance</b> with access for spouse/partner/ children	<b>Employee Assistance Programme</b>

\*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

Applicants are asked to submit a CV and a personal statement, explaining how their experience, skills and qualifications meet the person specification.

Completed applications should be sent by email to [hr.admin@univ.ox.ac.uk](mailto:hr.admin@univ.ox.ac.uk) or by post to HR Coordinator, University College, High Street, Oxford, OX1 4BH. Late or incomplete applications may not be considered.

**Deadline for applications - 12.00pm on 10 May 2024**

**Interview date – week of 13 May 2024**

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