



Job Description

Job Title:	Sous Chef
Accountable to:	Head Chef
Accountable for:	The Kitchen Team
Line Manages:	Senior Chefs de Partie x 2
Liaison with:	Fellows, Students, Staff

Overview of Role

University College wishes to appoint a talented Sous Chef to join the Kitchen's leadership team and help us to continue providing staff, students, and guests with a first-class dining experience.

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 passing through the Buttery and up to 170 three course plated dinners 2 nights a week in term time. We also have a healthy private function diary in term time in support of the College Development Office and our Fellowship. Out of term, we operate a growing income generation function for the college which involves the hosting of summer schools, conference catering, some off-site catering and private dinners which are also provided for by the Kitchen in cooperation with the College's Hospitality and Events team. Expected standards of production and presentation are high and close, productive collaboration with the Head Steward and the Front of House Team is an essential output of the post. Univ's Kitchen is part of the OxFarm toFork initiative.

You will be joining us at an exciting time for University College. The post holder will be involved in delivering the final product of a 5-year development plan for the largest development that the College has undertaken in over 50 years. The set up and management of the café/bar and the food offer across the new site, including the provision of summer school, conference and hospitality catering from "Univ North" will fall to this position. Univ North will provide the College with an additional 110 bed spaces in its first phase with a further 40 bed-spaces following in due course, with a suite of supporting community facilities to ensure that the site becomes self sufficient and attractive to students, staff and Fellows. Univ North will complement, not replicate the main college site on the High Street and as such will provide development opportunities for the right candidate to grow our provision and range of offers from both sites.

Specific Duties

Leadership

- To 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.

- Assist the Head Chef to oversee the preparation and presentation of food to the highest standard at all times.
- To seek sustainability opportunities in sourcing local, sustainably produced food which can be delivered with added social value in mind.
- To seek opportunities to collaborate widely with other colleges and the central university on sustainability, social value, seasonal and local food production.
- Inspire the kitchen brigade and the Front of House teams to excel and compete in culinary challenges both locally and more broadly.
- Ensuring all service times are met in a timely manner.
- To assist in the continued training, development and managing of the kitchen team 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.
- Have input into the duty roster for the kitchens and ensure that there is an appropriate level of staff at all times.
- To impart your skills and knowledge to all kitchen staff, engaging the chefs in on the job training, suggesting training courses to more senior management in functional and leadership skills for the whole kitchen brigade.
- To assist the Executive Chef and Head Chef 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 Head Chef and Head Steward in their roles by collaboration on ideas generation, food and beverage offer development 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, particularly in creating and fostering an inclusive team spirit with the Front of House staff to ensure a seamless and closely productive working relationship for the benefit of the whole team and the college.
- To always 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.
- To lead relevant staff briefings with the teams before services, checking understanding and creating an environment in which staff are encouraged to question and challenge and be challenged with good positive outcomes.
- Maintain effective communication within the kitchen and front of house teams at all times.
- Ensuring high standards of hygiene and H & S compliance within the main and satellite kitchen sites
- Ensuring team compliance with agreed risk assessments, HACCP and COSHH regulations.
- To retain the 5 star food hygiene rating achieved since the standard was first introduced.
- Deputising for the Head Chef in his absence.

Finances and Property Management

- To report maintenance problems, and minor maintenance issues including "out of hours", in a timely manner in collaboration with the Works Department.
- Have an active role in ordering and receiving supplies and processing the required financial information.

- To have responsibility for the security of stock and stores

Health and Safety and Compliance

- Assisting to ensure all food safety in the College, by undertaking all due diligence in the process of procuring, preparing and serving food at all times following the HACCP procedures.
- 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 that appropriate PPE is available and worn at all times by the team as required.
- Ensure a safe working environment for staff and for College Members is maintained.
- To maintain a 5 star food safety and hygiene rating throughout the kitchen environment.

COSHH

- To use cleaning and maintenance fluids as required and in accordance with manufacturers guidance.

Any other duties commensurate with the role and grade.

Person Specification

Essential Qualifications, Skills and Experience

- You will be motivated, creative and have a passion for working with food.
- Proven experience of planning, preparing, and delivering high quality food within a framework of standards and costs.
- Previous experience in a senior role in a similar sized and high-end catering operation
- Demonstrable experience in the production of high-quality vegetarian, vegan, coeliac, and other restricted diets
- Have a good understanding Allergen awareness management.
- Qualified knowledge of food hygiene and health and safety practices
- Excellent leadership skills
- Ability to lead by example and demonstrate adaptability to take on new tasks and procedures.
- Excellent communication skills - ability to understand written and oral instruction.
- Self-starter demonstrating an ambitious outlook for the College.
- Proven experience of delivering good quality food within a set framework of standards and costs
- Qualified knowledge of food hygiene and health and safety practices
- Holder of a Food hygiene certificate
- City & Guilds level 706/2 or NVQ level 2 equivalent or relevant on the job experience.

Desirable

- Ability to work under pressure to high standards.
- Have an approachable “can do” attitude.
- Able to keep their cool within pressurised situations.
- Willingness to undertake training and personal development.
- Good knowledge of Microsoft applications, Kx and StarRez, and our online ordering platform, Epsys would be advantageous.
- Previous knowledge of working in a University environment.
- NVQ level 3 or equivalent