



Job Description

Job Title:	Senior Chef de Partie
Accountable to:	Head Chef, Sous Chef
Accountable for:	Chefs de Partie, Junior Chefs and Kitchen Porters
Liaison with:	Chefs, Kitchen Porters, Hall Management and Hospitality 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 three course plated dinners 2 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 OxFam toFork initiative and is committed to retaining the 5 star food hygiene rating achieved since the standard was first introduced, The Senior Chef de Partie will assist the Kitchen Team 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 Chefs de Partie, Junior Chefs and Kitchen Porters ensuring the Colleges standards are met.

The kitchen team currently consist of Head Chef, Sous Chef, 2 x Senior Chef de Partie (one of which is the advertised position) 3 x Chef de Partie, 2 x Junior Chefs, Kitchen Admin Assistant, and a full Porter team.

The team work on a straight shift Rota consisting of earlies, lates and weekends. Offering a great work/life balance.

Specific Duties

- To prepare and cook food to the College's standards.
- To plan, run and be accountable for services as the senior chef in the kitchen.
- To deputise for the Sous Chef as and when needed to cover training and leave.
- To assume a senior position in the kitchen, taking responsibility of development of all areas including the offer and resolution of issues.
- To be actively involved with further personal training to develop and improve your current skill set in readiness for more senior roles.

- To assist in projects and the setting of 'Standards of Practice' as requested by the Head Chef.
- To help train and develop all junior chefs and Kitchen Porters as directed by Head Chef / Sous Chef.
- 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.
- To work as a team with all departments to produce the best experience for customers & colleagues alike.
- 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.
- Any other reasonable task which falls within the scope and seniority of the role

Person Specification

- Proven leadership experience
- To be passionate about food, cooking and the industry as a whole
- 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
- Substantial experience of delivering good quality food within a set framework of standards and costs,
- Self-starter bringing new ideas to the College
- Knowledge of food hygiene and health and safety practices
- 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