Job Title: Chef de Partie

Line Manager: Head Chef

Team: Kitchen Team / Domestic Bursar’s Team

Salary / Grade: £29,762 (Equivalent to University Grade 5, National Spinal Point 23, Stage 3)

Contract Type: Full-Time (40 hours per week) and permanent

Main purpose of the job: To prepare and cook high quality food for Students, staff and visitors, Formal College Dining, Events and Special Occasions.

St Hilda’s College

St Hilda’s is one of the constituent colleges of Oxford University, spectacularly set in four acres of gardens on the banks of the Cherwell at Magdalen Bridge. The College has an academic staff of about 100 Fellows and Lecturers. There are at present approximately 400 undergraduates and 220 graduate students. The College has a long tradition of inclusion, and the community here is diverse and down to earth.

Main Duties and Responsibilities

- Prepare, cook and present food to a consistently high standard and in a timely manner whilst being aware of food cost and the use of seasonal ingredients
- Ensure the required standard of personal health and hygiene, food hygiene, and health and safety
- Work flexibly without supervision and as part of a team across all sections of the kitchen as required
- Work as part of a team of chefs and kitchen porters, as well as working well with the Catering Manager, Food & Beverage Service Manager and Food Service Assistants to ensure the smooth running of the catering department
- Assist in ensuring all equipment is in safe working order and report any defects to the Head Chef, Catering Manager
- Assist in keeping all sections tidy, and ensuring all food is in date and stored correctly.
- Receive deliveries and store correctly
- Ensure records are kept up to date in accordance with current food hygiene regulations and food allergen policy
- Undertake any necessary training

The duties and responsibilities described above may be subject to reasonable amendment from time to time. In addition, you will be expected to perform any task reasonably assigned to you by your line manager.

Selection Criteria

Essential knowledge, skills and experience

- A love and passion for food
- Proven ability to prepare and cook food to the highest standard
- Appropriate qualification to NVQ level 3 or equivalent
- Good management and organizational skills
The ability to work under pressure
Good oral and written communication skills
Attention to detail and ability to identify and solve problems
The ability to work in work environments that are openly diverse
The ability to work on own initiative
Ability to work effectively in a team
A flexible approach to hours and duties

Desirable knowledge, skills and experience

- Food Hygiene Level 3

Conditions of Employment

- Salary: £29,762 per annum (Equivalent to University Grade 5, National Spinal Point 23, Stage 3)
- Contract: This is a full-time position (40 hours a week), however this role will have not have a fixed working pattern and will require the post holder to work their hours flexibly. Therefore, some out of hours and weekend working will be required.
- Annual Leave: 38 days per year, including public holidays. The College reserves the right to require staff to work any or all of bank holidays that fall in Full Term.
- Membership of generous contributory pension scheme (OPS)
- A meal is provided free of charge when on duty (provided the kitchen is open).
- Probationary Period: 6 months
- Notice Period: 1 month

How to Apply

To apply for this role please send a completed Application form to the HR Manager, at recruitment@st-hildas.ox.ac.uk

The deadline for applications is 4pm on 30 June 2023.

June 2023