



# St Hilda's College

UNIVERSITY OF OXFORD

<b>Job Title</b>	<b>Chef de Partie</b>
<b>Line Manager</b>	Head Chef
<b>Team</b>	Kitchen Team / Domestic Bursar's Team
<b>Salary / Grade</b>	£33,137 (Equivalent to University Grade 5, National Spinal Point 23, Stage 3)
<b>Contract Type</b>	Full-Time (40 hours per week) and permanent
<b>Main purpose of the job</b>	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 ware 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 Assistants, 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 reasonable task or request
- 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: £33,137per 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 not have a fixed working pattern and will require the post holder to work their hours flexibly. Shifts will vary according to the levels of business and will be made up of early, late and weekend working.
- The role will be based at the College site in Cowley Road, Oxford.
- Generous contributory pension scheme: OSPS
- Paid holiday entitlement of 38 days per year, including public holidays.
- A meal is provided free of charge when on duty, provided the kitchen is open.
- Additional College benefits include: An Employee Assistance Programme provided by Health Assured; a Private Medical and Dental Scheme (The College participates in a private medical and dental insurance scheme which enables staff to take advantage of group subscription rates); Discounted travel on buses and trains through an interest free season ticket loan; a Cycle to Work Scheme And, Eye Tests and Discounted Lenses or Frames.
- The post is subject to a 6-month probationary period.

#### **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](mailto:recruitment@st-hildas.ox.ac.uk)

The post will remain open until the vacancy is filled.

February 2025