



Job Title	Chef de Partie
Line Manager	Head Chef
Team	Kitchen Team / Domestic Bursar's Team
Salary / Grade	£34,732 (Equivalent to University Grade 5, National Spinal Point 24, Stage 4)
Contract Type	Full-Time (40 hours per week) and permanent Early, late and weekend shifts will be required.
Main purpose of the job	To prepare, cook, and present high-quality food across all sections of the kitchen, ensuring consistent standards, excellent hygiene, and efficient service for a variety of college catering operations.

St Hilda's College

St Hilda's College is one of the constituent colleges of the University of Oxford, set in four acres of gardens on the banks of the River Cherwell. Our diverse, inclusive community is built on a shared commitment to excellence and equality, fostering both intellectual and personal achievement. The catering team plays a central role in college life, providing high-quality food for students, staff, Fellows, and visitors.

Main Duties and Responsibilities

Food Preparation & Service

- Prepare, cook, and present dishes to a consistently high standard, using seasonal ingredients and working to cost targets.
- Deliver food on time for service, ensuring quality and presentation meet College expectations.

Hygiene & Safety

- Maintain the highest standards of personal and food hygiene.
- Follow all relevant food hygiene regulations, allergen policies, and health and safety procedures.

Teamwork & Communication

- Work flexibly across all kitchen sections without supervision, and as part of a team.
- Collaborate effectively with chefs, kitchen porters, the Catering Manager, Food & Beverage Service Manager, and front-of-house staff.

Kitchen Maintenance & Stock Control

- Keep all kitchen areas clean, organised, and well-maintained.
- Check, store, and rotate stock to ensure freshness and compliance with food safety standards.
- Receive and store deliveries correctly.

Record Keeping

- Accurately complete all required records, including temperature logs, cleaning schedules, and allergen documentation.

Training & Development

- Undertake relevant training as required.
- Assist with mentoring junior kitchen staff where appropriate.

Other Duties

- Carry out any reasonable tasks assigned by the Head Chef or Catering Manager.
- Support College events and functions as required.

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**

- Passion for food and high culinary standards.
- Proven ability to prepare and cook food to a consistently high standard.
- NVQ Level 3 or equivalent culinary qualification.
- Strong organisational and time management skills.
- Ability to work under pressure in a busy kitchen environment.
- Good oral and written communication skills.
- Excellent attention to detail and problem-solving skills.
- Ability to work both independently and as part of a team.
- Flexible approach to hours and duties.

Desirable knowledge, skills and experience

- Food Hygiene Level 3 qualification
- Experience in an academic or high-volume catering environment.

Conditions and Benefits of Employment

- Salary: £34,732 per annum (Equivalent to University Grade 5, National Spinal Point 24, Stage 4)
- Contract: This is a full-time position (40 hours a week, excluding breaks). 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 Place, Oxford.
- Generous contributory pension scheme: OSPS
- Access to career development opportunities and training.
- 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; 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.

- Probationary period: 3 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 post will remain open until the vacancy is filled.

Updated September 2026