



St Hilda's College

UNIVERSITY OF OXFORD

Job Title	Chef de Partie
Line Manager	Head Chef
Team	Kitchen Team / Domestic Bursar's Office
Main Purpose of the role	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, which enjoys registered charitable status, is an independent and self-governing body, with 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. It has ambitious development plans and its ethos is a commitment to "excellence and equality, fostering intellectual and personal achievement in an environment in which every voice matters. Under the academic guidance of world-class researchers, students are expected to challenge and question, as pioneering, independent thinkers who will go on to shape their generation."

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 and Front of House 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 and/or Catering and Front of House 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.

Key Relationships

- The Principal, Governing Body and Senior College Members
- Development Team
- Academic Office
- Communications Manager
- Catering Team
- IT Team

- College Accounts Team
- Lodge Team

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

Terms of Employment

The salary for this post is £24,847 per annum, or pro rata if part time. This is a permanent post with a contributory pension scheme.

The post is full-time (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. Therefore some out of hours and weekend working will be required, and the College reserves the right to require staff to work any or all of bank holidays that fall within University Term time.

There is a paid holiday entitlement of 33 days per year, including public holidays. A meal is provided free of charge when on duty.

The post is subject to a 6-month probationary period, with 1 month's notice on either side.

For further details about this role please contact the Catering and Front of House Services Manager, Garry Luke garry.luke@st-hildas.ox.ac.uk

How to Apply

Please send your completed application form should be sent to recruitment@st-hildas.ox.ac.uk

The deadline for applications is 5 pm on 8 October 2021.