Job Title: Second Chef (Maternity Cover)

Responsible to: Head Chef

Purpose: To be responsible for assisting the Head Chef with the day to day management of the college’s kitchen and deputising as required.

Salary: Circa £28,000 depending on experience

Hours of Work: 40 hours per week (including evenings and weekends)

Contract: 12 month fixed term contract, maternity cover starting 1st August 2019

Main Duties:

- To work flexibly and proactively to provide support to the Head Chef to ensure the efficient running of the College Kitchen.

- To deputise for the Head Chef and provide leadership and direction to the kitchen team, as required.

- To ensure that all catering is of the highest possible standard and that the standard is delivered consistently.

- To ensure that all members of the kitchen team carry out their duties with due regard to College hygiene policy and standards.

- To receive, check and quality control of all food deliveries, maintaining a temperature control record where necessary.

- To work in conjunction with the Head Chef and Catering Manager in the compilation of imaginative and appropriate menus.

- To support the training of apprentices and ensure they receive a high standard of skills training in conjunction with HCTC.

- To ensure compliance with and active implementation of all College statutory and good-practice policies, e.g. Standing Kitchen Instructions (displayed).

- To maintain security of all stores and equipment within the kitchen.

Selection Criteria:

**Essential Skills, Experience and Attributes:**

- NVQ Level 3 (or equivalent) in Professional Cookery
- Proven catering experience within a hotel, restaurant or similar work environment
- Up to date and working knowledge of food hygiene standards and practices
- Experience managing a small team
- Ability to work proactively and flexibly
How to Apply:

Applications should include the following documents:
- Completed College Application Form
- Recruitment Monitoring Form (optional)

Your application should be sent to the Mrs Gerri Cane, St Hilda's College, Oxford OX4 1DY, in hard copy or by email to gerri.cane@st-hildas.ox.ac.uk.

The closing date for applications is 5pm on 12 July 2019.

It is expected that interviews will be held week commencing 15th July 2019.