Further Particulars – Chef de Partie

Reference:

Salary Scale: Grade 4 currently £21,585 p.a. - £24,983 p.a. (based on 36.5 hour week, with split-shift working 5 days out of 7 to include evening and weekend working).

Duration of Contract: Permanent

Reporting to: Head Chef

Supervises: Other kitchen staff

Background

Green Templeton College (GTC) is the University of Oxford’s newest college. We are international in membership and outlook, lively and supportive in spirit, with an intellectual agenda focusing on issues relating to human welfare. We are a graduate college with approximately 600 students, 200 fellows and 60 members of staff aiming to lead the way in postgraduate education at the University of Oxford. We plan to be a truly contemporary college: friendly, informal, outward-looking, and future-focused – but in a traditional Oxford setting.

GTC is situated between the Radcliffe Observatory and Observatory Street on Woodstock Road, within easy walking distance of the City Centre, the Saïd Business School, and the University Science Area.

Job Description

Main Purpose of Job:

Working as part of a team to ensure the provision of the highest quality meals to students, fellows, staff, their guests and commercial customers.
Key Tasks:

1. Prepare, cook and present food, as well as overseeing the work of others, to a consistently high standard.

2. Ensure the required standard of food hygiene and health and safety at all times.

3. Liaise with, and work harmoniously with the whole catering team to include the Food Service team.

4. Work as part of a team to provide a good working environment promoting a positive attitude and pride in work produced.

5. To behave in an appropriate manner to all members of the College.

6. Assist with the preparation of menus for College lunches and dinners.

7. Work flexibly across all sections of the kitchen as required

8. To adhere to time schedules in preparation and cooking of foods.

9. To adhere to strict portion and waste controls.

10. To ensure regular checks of equipment and report any problems to the Head Chef or Second Chef.

11. To participate in any training to improve your standards of performance.

12. Supervise, train and delegate work to other members of the kitchen team

13. To have a flexible attitude towards work and to understand that the requirements of the post may vary and develop depending on changing circumstances within the College.
Chef de Partie – Person Specification

**Essential**

- Excellent verbal and written communication skills
- Articulate, innovative and creative
- Relates professionally with both staff and customers
- Ability to accept instruction from supervisors
- A basic level of computer literacy
- Reliable, enthusiastic and self-motivated
- Well-organised with excellent time management skills
- Ability to work well under pressure and in sometimes stressful conditions
- Qualified to a minimum level of NVQ Level 3, or equivalent (or qualification by experience)
- Experience of working in the catering industry and of working in all sections of the kitchen
- Experience of supervising others, including delegating work, instructing and training
- Experience of producing high quality food in a fine dining environment
- Flexibility to work the hours demanded by the position
- Physically able to carry out the role

**Desirable**

- Previous experience of working in a college environment where fine dining is offered

**Terms and Conditions of Employment**

**Employer:** Green Templeton College. The College is an independent employer and does not automatically apply University of Oxford employment terms and conditions or policies.

**Reporting:** The Head Chef (or the Second Chef when the Head Chef is absent).

**Location:** The successful applicant will be based on the site at Green Templeton College, Woodstock Road, Oxford, OX2 6HG. The post may require travel to and work at other college sites.

**Duration:** Permanent position available immediately. The position is subject to a six month probationary period.
Hours: Working hours are 36.5 hours per week to be worked on a split-shift basis (5 days out of 7) to include evening and weekend working. Overtime is payable for this post, where appropriate.

Salary: Salary Scale 4, within the range £21,585 - £24,983 p.a. for 36.5 hours per week. Appointment salary will be dependent on qualifications and experience.

Holiday: 38 days per annum (including 8 Bank Holidays and three college closure days). Additional long service holidays apply after 5 years.

Sickness: Related to the length of service, rising to six months full pay and six months half pay after five years of service.

Pension: Subject to the rules of the scheme, the post holder is entitled to membership of OSPS.

*Free lunches, tea and coffee are provided when the kitchens are open.
** Parking is available on site on a first come first served basis. This is not a contractual right for staff and may be removed at any time if the College needs to change its arrangements.

**How to apply**

All applications must be made on an application form and sent by email to hr@gtc.ox.ac.uk. It is possible, but not preferred, to send applications by post to Human Resources Department, Green Templeton College, Woodstock Road, Oxford OX2 6HG.

**Recruitment Timetable**

The closing date is Thursday 8th March 2018 at 12 noon. An interview date been scheduled for Thursday, 22nd March, but as there are several staff members involved in the selection process, it will not be possible to alter the interview date.

We expect that successful candidates also be asked to do a practical cooking demonstration.

In the interests of economy we will only contact those candidates who have been shortlisted for interview and they will be informed by telephone or email. Applicants are welcome to telephone or e-mail to check the progress of their application.
Data Protection

All data supplied by applicants will be used only for the purposes of determining their suitability for the post, and will be held in accordance with the principles of the Data Protection Act 1998 and the University’s Data Protection Policy.

Travel Expenses

The College will reimburse receipted travel expenses to interview at the rate of a second class rail fare, within the UK.