



Kellogg College
University of Oxford



Job Description

Summary

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| Job title | Chef de Partie |
| Division | Kellogg College |
| Department | Domestic Bursary |
| Location | 60-62 Banbury Road, Oxford, OX2 6PN |
| Grade and salary | Grade 4: £25, 138 – 28, 759 per annum |
| Hours | Full time (36.5hrs per week, annualised) |
| Contract type | Permanent |
| Reporting to | Sous Chef |
| Vacancy reference | 167324 |
| Additional information | <p><i>This role is offered on an annualised hours contract. Your hours will be worked flexibly and according to the needs of the College. Your weekly working pattern will be agreed in advance.</i></p> <p><i>Your normal working pattern might require you to work Saturdays, Sundays, evenings, or Bank Holidays.</i></p> |

The role

The overall purpose of the role is to assist the Executive Head Chef and Sous Chefs to provide a consistently high standard of quality food for customers. When on duty, in the absence of a more senior chef, you will occasionally be expected to oversee the operations to include opening and closing of the kitchen.

The catering operations primarily take place at Kellogg College at 60/62 Banbury Road in Oxford though you may be required to work on other sites should the need arise, including the college café, located in the adjacent “Hub” building.

Responsibilities

- Prepare food, (hot and cold food for breakfast, lunch and dinner, with the addition of buffets, barbeques and canapés) ensuring that it is of a consistently high standard.
- Ensure we cater for any customers’ dietary requirements.
- Monitor food deliveries, checking the quality and temperature and report any discrepancies.



- Work in accordance with the business demands of the service and work flexibly as and when required.
- If necessary, assist or carry out kitchen porter duties such as washing and cleaning kitchen equipment and restaurant service china, cutlery, and glassware.
- Ensure the prompt service of all meals and services, at the required times, to the clients' standards of satisfaction.
- Work in all areas/sections of the kitchen to develop a good working knowledge of each.
- Demonstrate good communication with clients.
- Pre-empt problems with catering production and service and act to avert them.
- Control portion sizes and wastage, recording wastage figures as required.
- Ensure receipt, storage, handling, and preparation of all food meets current hygiene legislation.
- Ensure that standards of personal hygiene for yourself and any junior staff members are followed at all times.
- Ensure any maintenance faults are reported to the Head Chef / Sous Chef and any concerns of necessary repair to the kitchen facilities e.g. loose tiling, pipes leaking etc.
- Attend training courses and meetings.
- Ensure cleaning rotas are adhered to.
- Perform any other duties which may be reasonably requested of you.
- Be proactive with ways to promote our business and introduce new ideas.
- Be familiar with the College Fire Safety and COSHH policies

Selection criteria

Essential selection criteria

- Have Demonstrable experience of food preparation and cooking in a busy, professional kitchen as a Chef de Partie or a senior Commis Chef or similar
- Have NVQ level 2 in Catering or equivalent (and willing to obtain higher)
- Be able to operate to good operational standards.
- Demonstrate excellent customer service skills.
- Have a flexible approach to working hours, with weekend and evening availability.
- Be able to set a good example to more junior staff.
- Adhere responsibly to health and safety legislation and guidelines.
- Be dependable and punctual with flexibility to work according to business demands
- Be able to demonstrate previous catering experience in a commercial setting.
- Communicate and relate professionally with clients, customers, staff, and managers

Pre-employment screening

Standard checks

If you are offered the post, the offer will be subject to standard pre-employment checks. You will be asked to provide: proof of your right-to-work in the UK; proof of your identity; and (if we haven't done so already) we will contact the referees you have nominated. You will also be asked to complete a health declaration so that you can tell us about any health conditions or disabilities for which you may need us to make appropriate adjustments.

Please read the candidate notes on the University's pre-employment screening procedures at:

<https://www.jobs.ox.ac.uk/pre-employment-checks>

Hazard-specific / Safety-critical duties

This job includes hazards or safety-critical activities. If you are offered the post, you will be asked to complete a health questionnaire which will be assessed by our Occupational Health Service, and the offer of employment will be subject a successful outcome of this assessment.

The hazards or safety-critical duties involved are as follows:

- Lone Working

- Work in hot or cold environments
- Open food handling
- Work with allergens, Eg laboratory animals, pollen, dust, fish or insects etc.

About the University of Oxford

Welcome to the University of Oxford. We aim to lead the world in research and education for the benefit of society both in the UK and globally. Oxford's researchers engage with academic, commercial and cultural partners across the world to stimulate high-quality research and enable innovation through a broad range of social, policy and economic impacts.

We believe our strengths lie both in empowering individuals and teams to address fundamental questions of global significance, while providing all our staff with a welcoming and inclusive workplace that enables everyone to develop and do their best work. Recognising that diversity is our strength, vital for innovation and creativity, we aspire to build a truly diverse community which values and respects every individual's unique contribution.

While we have long traditions of scholarship, we are also forward-looking, creative and cutting-edge. Oxford is one of Europe's most entrepreneurial universities and we rank first in the UK for university spin-outs, and in recent years we have spun out 15-20 new companies every year. We are also recognised as leaders in support for social enterprise.

Join us and you will find a unique, democratic and international community, a great range of staff benefits and access to a vibrant array of cultural activities in the beautiful city of Oxford.

For more information, please visit www.ox.ac.uk/about/organisation.

Kellogg College

The President and fellows of Kellogg are committed to supporting the lifelong learning work of the University and the expansion of opportunities for full-time, part-time and professional development students. Kellogg is Oxford University's most international College and, at present, comprises the President, 229 fellows, 27 Common Room Members, 49 Research Members of Common Room and more than 1430 Master's and Doctoral students (over 1100 part-time and 330 full-time). The College is based on the Norham Manor site in North Oxford, a short distance from the city centre. The College has a reputation for being a friendly and supportive community, which encourages diversity and excellence in all its activities. The College maintains its sense of community through its active calendar of events. Kellogg is a vibrant, growing, and egalitarian College and each of our members and our staff has the opportunity to shape our future and our traditions.

For more information, please visit: www.kellogg.ox.ac.uk

How to apply

Applications are made through our online recruitment portal. Information about how to apply is available on our Jobs website <https://www.jobs.ox.ac.uk/how-to-apply>.

Your application will be judged solely on the basis of how you demonstrate that you meet the selection criteria stated in the job description.

As part of your application you will be asked to provide details of two referees and indicate whether we can contact them now.

You will be asked to upload a CV and a supporting statement. The supporting statement must explain how you meet each of the selection criteria for the post using examples of your skills and experience. This may include experience gained in employment, education, or during career breaks (such as time out to care for dependants)

Please upload all documents **as PDF files** with your name and the document type in the filename.

All applications must be received by **midday** UK time on the closing date stated in the online advertisement.

Information for priority candidates

A priority candidate is a University employee who is seeking redeployment because they have been advised that they are at risk of redundancy, or on grounds of ill-health/disability. Priority candidates are issued with a redeployment letter by their employing department(s).

If you are a priority candidate, please ensure that you attach your redeployment letter to your application (or email it to the contact address on the advert if the application form used for the vacancy does not allow attachments).

If you need help

Application FAQs, including technical troubleshooting advice is available at:

<https://staff.web.ox.ac.uk/recruitment-support-faqs>

Non-technical questions about this job should be addressed to the recruiting department directly at

vacancies@kellogg.ox.ac.uk

To return to the online application at any stage, please go to: www.recruit.ox.ac.uk.

Please note that you will receive an automated email from our online recruitment portal to confirm receipt of your application. **Please check your spam/junk mail** if you do not receive this email.

Important information for candidates

Data Privacy

Please note that any personal data submitted to the University as part of the job application process will be processed in accordance with the GDPR and related UK data protection legislation. For further information, please see the University's Privacy Notice for Job Applicants at: <https://compliance.admin.ox.ac.uk/job-applicant-privacy-policy>. The University's Policy on Data Protection is available at: <https://compliance.admin.ox.ac.uk/data-protection-policy>.

The University's policy on retirement

The University operates an Employer Justified Retirement Age (EJRA) for very senior research posts at **grade RSIV/D35 and clinical equivalents E62 and E82** of 30 September before the 70th birthday. The justification for this is explained at: <https://hr.admin.ox.ac.uk/the-ejra>.

For **existing** employees on these grades, any employment beyond the retirement age is subject to approval through the procedures: <https://hr.admin.ox.ac.uk/the-ejra>.

There is no normal or fixed age at which staff in posts at other grades have to retire. Staff at these grades may elect to retire in accordance with the rules of the applicable pension scheme, as may be amended from time to time.

Equality of opportunity

Entry into employment with the University and progression within employment will be determined only by personal merit and the application of criteria which are related to the duties of each particular post and the relevant salary structure. In all cases, ability to perform the job will be the primary consideration. No applicant or member of staff shall be discriminated against because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.

Benefits of working at the University

Employee benefits

University employees enjoy 38 days' paid holiday, generous pension schemes, travel discounts, and a variety of professional development opportunities. Our range of other employee benefits and discounts also includes free entry to the Botanic Gardens and University colleges, and discounts at University museums. See <https://hr.admin.ox.ac.uk/staff-benefits>

University Club and sports facilities

Membership of the University Club is free for all University staff. The University Club offers social, sporting, and hospitality facilities. Staff can also use the University Sports Centre on Iffley Road at discounted rates, including a fitness centre, powerlifting room, and swimming pool. See www.club.ox.ac.uk and <https://www.sport.ox.ac.uk/>.

Information for staff new to Oxford

If you are relocating to Oxfordshire from overseas or elsewhere in the UK, the University's Welcome Service website includes practical information about settling in the area, including advice on relocation, accommodation, and local schools. See <https://welcome.ox.ac.uk/>

There is also a visa loan scheme to cover the costs of UK visa applications for staff and their dependants. See <https://staffimmigration.admin.ox.ac.uk/visa-loan-scheme>

Family-friendly benefits

With one of the most generous family leave schemes in the Higher Education sector, and a range of flexible working options, Oxford aims to be a family-friendly employer. We also subscribe to the Work+Family Space, a service that provides practical advice and support for employees who have caring responsibilities. The service offers a free telephone advice line, and the ability to book emergency back-up care for children, adult dependents and elderly relatives. See <https://hr.admin.ox.ac.uk/my-family-care>

The University has excellent childcare services, including five University nurseries as well as University-supported places at many other private nurseries.

For full details, including how to apply and the costs, see <https://childcare.admin.ox.ac.uk/>

Disabled staff

We are committed to supporting members of staff with disabilities or long-term health conditions. For further details, including information about how to make contact, in confidence, with the University's Staff Disability Advisor, see <https://edu.admin.ox.ac.uk/disability-support>

Staff networks

The University has a number of staff networks including the Oxford Research Staff Society, BME staff network, LGBT+ staff network and a disabled staff network. You can find more information at <https://edu.admin.ox.ac.uk/networks>

The University of Oxford Newcomers' Club

The University of Oxford Newcomers' Club is an organisation run by volunteers that aims to assist the partners of new staff settle into Oxford, and provides them with an opportunity to meet people and make connections in the local area. See www.newcomers.ox.ac.uk.

Oxford Research Staff Society (OxRSS)

A society run by and for Oxford University research staff. It offers researchers a range of social and professional networking opportunities. Membership is free, and all researchers employed by Oxford University are welcome to join. Subscribe at researchstaff-subscribe@maillist.ox.ac.uk to join the mailing list to find out about upcoming events and other information for researchers, or contact the committee on committee@oxrss.ox.ac.uk. For more information, see www.ox.ac.uk/oxrss, Twitter @ResStaffOxford, and Facebook www.facebook.com/oxrss.