



Kellogg College
University of Oxford



Job Description

Summary

Job title	Sous Chef
Division	Kellogg College
Department	Domestic Bursary
Location	60-62 Banbury Road, Oxford, OX2 6PN
Grade and salary	Grade 6: £32, 332 - £38, 205 per annum
Hours	Full time, annualised hours
Contract type	Permanent
Reporting to	Executive Head Chef
Vacancy reference	171105
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

An interesting and busy role as part of the kitchen management team, the overall purpose of the role is to assist the Executive Head Chef to provide a consistently high standard of quality food for customers. You will be expected to oversee the general operation of Kellogg kitchens, ensuring food is prepared to the required high standard, orders are placed with suppliers and to take an active part in menu planning and costing.

You will also be expected to help to oversee the smooth running of the College Cafe and Hub in the Executive Head Chef's absence. This will include ensuring compliance with all food hygiene and health and safety legislation, overseeing day to day operations and working with the Café Manager to maximise usage of the Café and revenue generation. An oversight of staffing will be required, allocating main kitchen staff to Café work where necessary.

The role requires a hands-on approach, with the ability to manage a varied workload independently and as part of the team.

In addition to salary, the College offers a range of benefits including a generous annual leave allowance, contributory pension scheme, and a free meal whilst on duty.

The role will involve close liaison with all departments across the College, and in particular will liaise frequently with the waiting, hospitality and events teams.



The role will also involve day-to-day contact with students, staff and visitors within the College, and the development of good working relationships both within the College and with external visitors and guests will be essential.

The catering operations primarily take place at Kellogg College at 62 Banbury Road in Oxford though you may be required to work on other sites should the need arise.

Responsibilities

- Lead by example providing inspiration and motivation to the team, demonstrating appropriate behaviors to build mutual trust and respect between team members
- Demonstrate a high degree of skill in food preparation and presentation ensuring that it is of a consistently high standard and quality showing innovation and creativity with a passion for great food and cooking
- Be involved in the supervision, training and motivation of the kitchen team to achieve high standards in compliance with Food and Health and Safety Regulations and College policy
- Assist the Executive Head Chef under his/her direction with food production service for the College, ensuring that a high standard of food service is provided in an efficient and cost-effective manner
- Deputise for the Executive Head Chef and the other Sous Chef in their absence
- Ensure all dietary requirements are accurately complied with and communicated before and during service
- Exhibit an extensive knowledge of allergen requirements and restrictive diets and train staff as required, and ensure compliance in line with College Catering and Allergen Policies
- Actively participate in University/Conference of Colleges training and workshops on catering initiatives such as management of dietary requirements and trends (BAME, Vegan etc.), food waste control and management – and implement industry best practices in agreement with Line Manager.
- Ensure the prompt service of all meals at the required times, to the Colleges' standards of satisfaction
- Control portion sizes and manage all food wastage creatively. Ensure that ordering and preparation of food is accurate and within a close margin of the covers to be catered for.
- Ensure that Food Safety and relevant Health & Safety legislation including COSHH regulations are complied with including, but not limited to, temperature records
- Maintain hygiene levels in all areas of the kitchen and food service areas, ensuring that all hygiene records are kept up to date including the cleaning rota
- Manage upkeep of all cleaning equipment and materials, for all kitchen areas and service, including prep, cooking, storage and washing areas.
- Risk Assessments for all kitchen areas and equipment
- Manage and monitor food deliveries, checking the temperature and quality of food products delivered and reporting any discrepancies to the Executive Head Chef and supplier
- Responsible for ensuring receipt, storage and handling of all food meet current hygiene legislation
- Oversee Kitchen brigade, including Kitchen porters, with an understanding of individuals abilities to ensure that work is done within good time
- Assist in planning of menus providing costings for recipes and effectively contribute towards food cost budgets
- Proactively plan and execute high quality events working with the Executive Chef, Head of Catering and Events, and other key stakeholders as required
- Pre-empt problems with catering production and service and act to avert them, making suggestions to the Executive Head Chef for the enhancement and improvement of the kitchen operations or facilities
- Complete required spreadsheets and paperwork to monitor business, staffing levels, wastage etc. Record and communicate catering data to College administration staff (such as lunches/dinners taken)
- Report any maintenance issues, incidents or accidents, fire, loss, theft, damage, unfit food or other irregularities in a timely manner. Assist the Executive Head Chef in day to day maintenance of kitchen equipment (through contractors)
- Ensure that all catering areas are locked and secured at the end of service including setting any alarm system
- Work in accordance with the business demands of the service and work flexibly as and when required
- Attend all meetings and training courses as required
- Proactively manage Foodbuy processes and purchases, source from preferred suppliers from within FoodBuy, the best products at the best prices. Record suppliers' invoices on relevant software
- Line management, coaching and mentoring of assigned members of kitchen team, including managing their objectives and PDRs
- Ensure that Risk Assessments are carried out in appropriate areas
- Be familiar with College Fire Safety Policy and train junior staff when required
- Take the lead on all COSHH related training and record keeping

- Manage absences and holidays of assigned members of the team in consultation with the Executive Head Chef

In the absence of the Executive Head Chef and other Sous Chef

- Manage and supervise the kitchen and oversee the Hub café ensuring the following:
 - excellent standards of food, customer service and food hygiene are provided at all times
 - a professional, high quality service
 - staff are properly briefed before any event and fully aware of all details of the service
 - all meals are provided on time and to the standards required
 - appropriate rotas are written for all kitchen staff
 - Menus are written and costed within budget
 - Attend catering and other meetings as advised by Executive Head Chef
 - Oversee the Hub café management and provide line-management support.
 - Perform any other duties which may be reasonably requested of you by the Executive Chef and/or Head of Catering & Events.

Selection criteria

Essential selection criteria

- Proven/demonstrable culinary experience in a professional kitchen as Jr Sous Chef or above, and in supervising a catering operation that covers various types of meals such as buffets, fine-dining and server service.
- have experience of overseeing and managing staff
- have NVQ level 3 or above in Catering and Hospitality, or willing to obtain during employment
- have excellent culinary skills, with the ability to create menus for both daily catering and special event
- have excellent food cost control skills being able to set and adhere to budgets
- have good IT literacy including MS Excel and Word
- have good health and safety awareness, preferably with an intermediate Food Hygiene Certificate
- communicate and relate professionally with clients, customers, staff and managers, producing reports, costings, menus and paperwork as required
- be proactive with ways to improve service to customers, promote the College and introduce new ideas
- be able to demonstrate strong leadership skills
- have the knowledge and ability to encourage and develop all team members
- be a responsible and reliable member of the management team
- have experience in all areas of the kitchen
- be dependable and punctual, with flexibility to work according to business demands
- have experience of producing high quality food in a fine dining environment
- be innovative and creative with a passion for great food and cooking
- be well organised with excellent time management skills
- have the ability to work well under pressure in a busy kitchen, regularly catering to multiple events with in a short time
- be numerate with the ability to carry out costings, variance and other analysis

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. If you have previously worked for the University we will also verify key information such as your dates of employment and reason for leaving your previous role with the department/unit where you worked. 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 to a successful outcome of this assessment.

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

- Lone Working
- Work in hot or cold environments
- Regular manual handling
- Open food handling
- Work with allergens, E.g. 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, 236 fellows, 32 Common Room Members, 59 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 and its growing student accommodation.

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 including salary sacrifice schemes for bicycles and electric cars and other discounts. Staff can access a huge range of personal and professional development opportunities. See <https://hr.admin.ox.ac.uk/staff-benefits>

Employee Assistance Programme

As part of our wellbeing offering staff get free access to Health Assured, a confidential employee assistance programme which is available 24/7 for 365 days a year. Find out more <https://staff.admin.ox.ac.uk/health-assured-eap>

University Club and sports facilities

Membership of the University Club is free for University staff. It 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 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 have excellent childcare services, including five University nurseries as well as places at many other private nurseries. See <https://childcare.admin.ox.ac.uk/>

We also subscribe to the Work+Family Space, a service that provides practical advice and support for employees who have caring responsibilities for dependants of all types. See <https://hr.admin.ox.ac.uk/my-family-care>

Supporting disability and health-related issues (inc menopause)

We are committed to supporting members of staff with disabilities or long-term health conditions, including those experiencing negative effects of menopause. Information about the University's Staff Disability Advisor, is at <https://edu.admin.ox.ac.uk/disability-support>. For information about how we support those going through menopause see <https://hr.admin.ox.ac.uk/menopause-guidance>

Staff networks

The University has a number of staff networks including for research staff, BME staff, LGBT+ staff, disabled staff network and those going through menopause. Find out more at <https://edu.admin.ox.ac.uk/networks>

The University of Oxford Newcomers' Club

The University of Oxford Newcomers' Club is 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.

Research staff

The Researcher Hub supports all researchers on fixed-term contracts. They aim to help you settle in comfortably, make connections, grow as a person, extend your research expertise and approach your next career step with confidence. Find out more <https://www.ox.ac.uk/research/support-researchers/researcher-hub>

Oxford's Research Staff Society is a collective voice for our researchers. They also organise social and professional networking activities for researchers. Find out more <https://www.ox.ac.uk/research/support-researchers/connecting-other-researchers/oxford-research-staff-society>