

CHEF DE PARTIE

FURTHER PARTICULARS OF THE JOB

Job Title: Chef de Partie

Department: Catering and Events

Main Purpose of Job: To work alongside and assist Executive Chef/Head of Catering and Events and other chefs in all their duties

Relationships:

1. Responsible to: Executive Chef/Head of Catering and Events
2. Liaison with: All department team members, guests, events team

Main Tasks of Job:

1. To support the team by assisting in producing a consistent service at an expected standard;
2. To be a focused team member within the kitchen;
3. To monitor portion and waste control;
4. To assist in the rotation of foods and stock;
5. To keep records in compliance with statutory law and regulations;
6. To adhere to the health and safety, food hygiene and C.O.S.H.H. regulations;
7. To attend courses/meetings as required;
8. To work on own initiative;
9. To work in a manner befitting the modern kitchen;
10. To work in a mindful and considerate manner;
11. To endeavour to achieve growth and development in a culinary context;
12. To respect all members of the team and department;
13. To exercise reasonable care to keep safe all documentary or other material containing confidential information, and return to the College any such material in the post holder's possession at the time of termination of employment with the College, or at any other time upon demand.
14. Any other duties that can be reasonably required within the scope of the role.

PERSON SPECIFICATION

	Essential	Desirable
Qualifications Knowledge Skills Experience	<ul style="list-style-type: none"> • NVQ Level 2 in Professional Cookery, or equivalent qualification • Experience in a similar role, including sufficient experience in supervising and training other members of the team, and running all sections of the kitchen • Ability to produce a variety of volume and fine dining meals to a high 	<ul style="list-style-type: none"> • Intermediate Food Hygiene Certificate • Supervisory training • Conference and banqueting experience

	<ul style="list-style-type: none"> standard • Proven ability to supervise more junior members of the team • Proven record of creating interesting menus and of developing dishes • Understanding of and being able to apply various cooking methods, ingredients, equipment and processes • Knowledge of food allergies • Good organisational skills • Good communication skills • Good numeracy and literacy • 	
Personal Qualities	<ul style="list-style-type: none"> • Ability to work efficiently and calmly in a busy close-knit team • Trustworthy and reliable • Clean and tidy appearance • Physically fit to lift and move heavy equipment • Professional in all settings • Adept at learning and personal development 	<ul style="list-style-type: none"> • Good organisational and communication skills

TERMS AND CONDITIONS:

Appointment:	The post is available from the beginning of August 2024. It is full time and permanent with a 3 months' probation.
Hours:	Working hours are 42.5 hours per week excluding an unpaid 30-minute lunch break, Monday to Sunday, on a shift basis, normally 5 shifts per week.
Training:	Chef de Partie will be expected to participate in all required training, such as Food Hygiene or Allergens Awareness, normally during working hours.
Annual Leave Entitlement:	39 days <i>pa</i> including 8 Bank Holidays, some of which you may be required to work.
Grade:	This position is in Wolfson College Grade 3 which comprises salaries from £26,778 to £31,553 per annum for a full-time position. New appointments are normally offered the first increment in the grade.
Salary and	Starting salary is £28,462 per annum for a 42.5-hour week. Benefits

Benefits:	include: an attractive pension scheme, free lunch within allowance, free parking, subsidised access to college sports facilities, on-site nursery and more.
Notice period:	1 week during probation, 4 weeks afterwards
Other conditions	The post is subject to obtaining satisfactory references, a satisfactory completion of the health questionnaire, the right to work check and signing the contract of employment.

Equality of opportunity

The Equal Opportunities policy of the College requires that all staff are offered equal opportunities within employment. Entry into employment will be determined only by personal merit and the application of criteria related to the post. Subject to statutory provisions, no applicant will be treated less favourably than another because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.

Data Protection

All data supplied by candidates 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 College Data Protection Policy (available on the website at <https://wolfsonmain.wpengine.com/data-protection-statement/>)

APPLICATION:

Applications must include an application form completed in full and a covering letter explaining why you are interested in this position, how you meet the selection criteria and why you are leaving your current job, and should be sent by email to recruitment@wolfson.ox.ac.uk

The closing date for applications is 20 June 2024. Interviews will take place on 27 June 2024.

APPLICATION FOR EMPLOYMENT**PRIVATE AND CONFIDENTIAL**

PLEASE COMPLETE ALL PARTS and return together with other required documents to Head of Catering at Wolfson College, Linton Road, Oxford OX2 6UD or to sebastian.stefanov@wolfson.ox.ac.uk

POSITION APPLIED FOR: Chef de Partie

Ref. CDP190301

Surname		Forename(s)		Title	
Address:		e-mail:			
Postcode		Telephone number:			
NI No.		Are there any restrictions on you taking up employment in the UK? Please circle or delete below as appropriate			
Yes (If yes, please provide details in the adjacent box))		<u>Details of restrictions</u>		No	

REFERENCES

Please note here the name and contact details of your referees.

	Referee 1	Referee 2
Name of referee		
Institution name and address		
Email address		
Telephone number		

CRIMINAL RECORD

Please note any criminal convictions except those 'spent' under the Rehabilitation of Offenders Act 1974. If none please state. In certain circumstances employment is dependent upon obtaining a satisfactory basic disclosure from the Disclosure and Barring Service.

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DECLARATION (Please read carefully before signing this application)

1. I confirm that the above information is complete and correct and that any untrue or misleading information will give my employer the right to terminate any employment contract offered.
2. Should we require further information and wish to contact your doctor with a view to obtaining a medical report, the law requires us to inform you of our intention and obtain your permission prior to contacting your doctor. I agree that Wolfson College reserves the right to require me to undergo a medical examination. In addition, I agree that this information will be retained in my personnel file during employment and for up to six years thereafter and understand that information will be processed in accordance with the Data Protection Act.
3. I agree that should I be successful in this application, I will, if required, apply to the Disclosure and Barring Service for a basic disclosure. I understand that should I fail to do so, or should the disclosure not be to the satisfaction of the College any offer of employment may be withdrawn or my employment terminated.

SIGNATURE		DATE	
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Please tell us where you have heard about this job:

- Wolfson College website
- Conference of Colleges' website
- Gazette
- Indeed.co.uk
- Caterer
- Daily Info
- Totaljobs.com
- LinkedIn
- Oxford Mail
- Other: