

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

	<p>standard</p> <ul style="list-style-type: none"> • 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

Applications will be assessed as they are received.