

## WORCESTER COLLEGE OXFORD

### JOB DESCRIPTION

<b>Post</b>	Chef de Partie
<b>Department</b>	Kitchen
<b>Reports to</b>	Head Chef
<b>Job grade</b>	Grade 4.5 – 4.9: £28,759 - £32,296 per annum
<b>Date</b>	March 2025

#### Worcester College

Worcester is one of the 38 constituent colleges of the University of Oxford. Founded in 1714, it occupies the 26-acre site on the western side of the city where the Benedictines first founded Gloucester College in 1283. Some of the buildings of the earlier college survive, and the resulting mixture of architectural styles, together with the beautiful gardens, lake, and playing field, attract students and visitors alike. The College has c. 400 undergraduates and c. 200 graduate students; of these 260 students live within the boundaries of the College itself, and a further 200 live in College accommodation located within 300 metres of the College Lodge. Like all Oxford Colleges, Worcester is an independent self-governing institution regulated by the Charity Commission. The Governing Body comprises the Provost (Head of the College), who chairs it, and 51 further Fellows: together they are responsible for the admission and tuition of students, for the welfare of all students and staff, and for the College's finances.

Further information about the College is available on our website at [www.worc.ox.ac.uk](http://www.worc.ox.ac.uk)

#### About the department

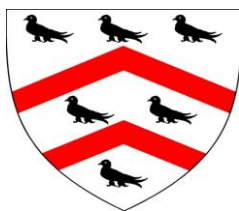
The College provides a high standard of food for its students, Fellows, conference and event guests. This comprises of breakfast and lunch, as well as informal and formal dinners. On average, the kitchen provides ca. 200 covers for lunch and 200 covers for dinner.

#### About the post

The post holder will be part of a busy team that caters for the requirements of the College. They will be responsible for the daily production of food within the kitchen, ensuring that all meals produced, are in a timely manner and the quality of production and presentation are of the highest standards. On occasions, the post holder will be required to work on their own as the duty chef, at these times they will be fully responsible for all aspects of food production, presentation, hygiene, health and safety within the kitchens.

#### Key responsibilities

- To check the quality of all goods purchased.
- Ensure all food labelling is carried out as per HACCP.
- To manage the stock rotation.
- To run various sections of kitchen as requested/directed
- Mentor and develop junior members of the team.



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### Food production:

- In liaison with the other chefs, to prepare meat, fish, soup, and vegetarian dishes for breakfast, lunch, and dinner service as directed by the Head and senior chefs. To prepare sweets/ desserts/ buffets for Senior Common Room, students, and conference guests.
- To check all food deliveries, storage, cooking, and cooling temperature policies adhere to.

### Food hygiene and safety:

- To practice and follow all health & hygiene regulations, with attention to safe working processes, as outlined by the College.
- Ensure that all food produced is handled hygienically.
- Implement date monitoring of all food, from receipt to service.
- Ensure all HACCP procedures are in place and monitored across the college site.

### Allergies:

- To be aware of and follow the College's allergy systems and procedures and be able to communicate queries on allergy contents correctly.
- Understand the importance of serving safe food to people with allergies.

### Other Duties

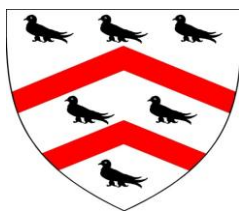
- To undertake and support the Head Chef with any other duties as appropriate.

The Chef de Partie is required to be flexible in developing their role in the agreement with the Head Chef and to carry out any other duties commensurate with the grading of this role, as well as his/her expertise.

### **Selection criteria**

Candidates will be assessed on the basis of the criteria set out in the person specification and should ensure that their application provides evidence of how they meet this criteria.

CRITERIA	ESSENTIAL	DESIRABLE
Qualifications & Training	Relevant professional qualifications such as City & Guilds 706 1 or 2, or NVQ, or equivalent professional experience	CIEH Level 3 Award in Supervising Food Safety in Catering or equivalent



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	CIEH Level 2 Award in Food Safety in Catering or equivalent	
Knowledge & Experience	Experience in working across different sections of the kitchen, preferably within a large and busy operation	
Specific Skills	<p>Excellent interpersonal and communication skills, including an intermediate level of written and spoken English</p> <p>Excellent larder, pastry, and sauce skills</p> <p>Ability to produce a wide variety of dishes, including vegetarian</p> <p>Ability to work without supervision using own initiative Taking responsibility for scheduled tasks.</p> <p>High level of attention to detail with the ability to follow recipes accurately</p>	
Requirements due to working environment	<p>Willing to work flexibly as part of the overall team</p> <p>A willingness to progress and develop to achieve personal goals.</p>	

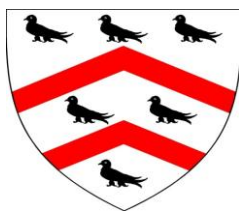
### Summary of Terms and Conditions of Employment

**Appointment:** This is a permanent contract offered on a full time basis.

Any appointment will be conditional on the successful candidate having the right to work in the UK, receipt of two satisfactory references, pre-employment medical health assessment questionnaire, and where applicable, an enhanced Disclosure and Barring Service check.

**Salary:** The full-time salary scale, which reflects the Oxford University Scale Grade 4.5 – 4.9, is £28,759 - £32,296 per annum. Salaries are reviewed on an annual basis on 1 August following completion of 12 months in post.

**Hours of Work:** 40 hours per week on a permanent basis, worked 5 days out of 7, including evening and weekend work. Hours of work will be in accordance with a rota,



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supplied by the Head Chef. Work patterns may vary between term-time and vacation periods to meet with the needs of the College.

Holiday:	Annual leave entitlement is 38 working days, comprising 8 Public/Bank Holidays and 30 working days per year (pro rata for any part thereof). 5 or 6 of these days should be taken over the College's Christmas closure period. Leave is granted in lieu of any Public/Bank Holiday worked (depending on the rota) and must be agreed in advance with your Line Manager. The holiday year runs from 1 January to 31 December.
Sick pay:	University Sick Pay Scheme
Probation:	There will be a probationary period of six months.
Notice:	During probation period, one week's notice applies; thereafter one month's notice applies

### Benefits of Working at Worcester College

Pension:	Automatic enrolment from the start of employment in the Oxford University Pension Scheme (OSPS) defined contribution scheme whereby what you build up for your retirement is based on how much you and the College contributes and how your investments perform. The minimum contribution is 4% of pensionable salary each month with the College paying at least 6% to your fund. You can pay higher contributions if you wish and the College will then also increase the contribution it makes
Clothing:	You will be expected to wear a uniform, which the College will provide.
Meals:	Lunch is provided free of charge, where a minimum of 6 hours per day is worked, when the kitchen is open.
Staff Development:	The College will support the post holder to undertake any relevant training to develop and enhance work performance.
Travel to work:	A discounted Bus Pass scheme is available for staff wishing to travel into work on public transport.
Wellbeing:	An Employee Assistance Programme offering a free, confidential, 24/7 telephone advisory and counselling service is available to all College employees and their family members who live in the same household.
Gym:	Free use of the College's on-site gym and access to University Sports club and swimming pool.
Out & about:	Free access to the 45 colleges in Oxford, with beautiful gardens and grounds, along with award winning architecture, in addition to free entry to the Botanic Gardens and University Arboretum.



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### **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 details of two nominated referees.

#### **How to apply**

If you would like to apply please submit a cover letter, stating why you are interested in, and suitable for this role and a CV to Worcester College Recruitment - [recruitment@worc.ox.ac.uk](mailto:recruitment@worc.ox.ac.uk)

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. We highly recommend uploading all documents as PDF files with your name and the document type in the filename. All applications must be received by 5pm UK time on the closing date stated in the online advertisement.

#### **Equal Opportunities**

Worcester College is equal opportunities employer and welcome applications from all suitably qualified candidates. Worcester actively welcomes diversity amongst its staff and students and all reasonable adjustments will be made to the recruitment process, working arrangements and/or environment to accommodate applicants with any form of disability.

Applications are particularly welcome from Black, Asian, and Minority Ethnic candidates, who are currently under-represented in college posts at Worcester. Please let us know if you believe there are any reasonable adjustments we should be making to assist you with your application. If you feel that you have a disability which may affect your application, please let us know. Please also let us know of any reasonable adjustments that we would need to make for you to attend an interview.