FURTHER PARTICULARS

Job Title: Chef de Partie

Department: Catering/Kitchen

Place of Work: Nuffield College, New Road, Oxford

Responsible to: Catering and Conference Manager through Head Chef

Responsible for: Has some supervisory responsibility on a day-to-day basis for the Assistant Chefs, Apprentice and Kitchen Porter

Grade: £22,165 to £24,031 per annum

Hours of Work: 35 Hours per Week (including some Evenings and Weekends)

Purpose of the Job:
Under the general guidance and supervision of the Head Chef or Second Chef (in his absence), the Chef de Partie will assist in the preparation and service of all sections of the College’s Kitchen. The position includes preparation, creation, and finishing of homemade pastry dishes. Experience and knowledge in fine dining is a strong requirement for this post.

Duties and Responsibilities:
The Chef de Partie will be expected to:

- Work with the Executive Chef and the wider Kitchen team to maintain high standards in the quality of food, in respect of both preparation and presentation.
- Work in all areas of the kitchen depending on the daily needs of the Executive Chef, which will include the preparation of a fresh wide range of food.
- Prepare, organise and run a high standard plated dinner.
- Prepare and finish homemade pastry dishes to a high standard.
- Observe all relevant policies within College, including in particular those concerning Food Hygiene and Health and Safety, and to carry out daily kitchen procedures promptly and with due care.
- Check, in conjunction with the Executive Chef, the completeness and quality of all food and kitchen equipment provided for each function.
Check, in conjunction with the Executive Chef, the completeness of all suppliers’ deliveries and the correctness of their invoices.

Set out, maintain and monitor high standards of cooking and presentation.

Compose seasonal, modern and classic menus to a high standard when requested.

Understand and comply with special dietary requirement and allergens.

Work in a clean and organised manner, ensuring the unit kitchen is left clean and tidy at all times; ensure that all completed jobs are fully checked off before leaving the unit.

Maintain a detailed knowledge of all meals served and be able to explain dish description.

Work closely with the Executive Chef and other chefs at each event to ensure that the function runs smoothly.

Work constructively and collaboratively with the Front of House Staff with regard to service and timings.

**Selection criteria**

**Essential**

The successful candidate must:

- Have extensive experience in a similar position, preferably within a formal or fine dining environment.
- Possess good knowledge and practice of working with pastry.
- Fully understand how the role contributes to the efficient and effective running of the College’s Catering Department.
- Be able to communicate clearly, professionally and concisely and be able to follow instructions carefully.
- Demonstrate a flexible and reliable approach to work, and be willing to do overtime when required.
- Lead by example and have the ability to mentor a Junior Chef.
- Perform well in pressurised situations.
- Be positive, enthusiastic, self-motivated and able to work independently.
- Demonstrate the ability to work constructively and collaboratively as part of a team.

**Desirable**

- Professional qualifications in relevant areas.
Terms and Conditions

Full terms and conditions of employment will be provided in writing to the successful candidate. The information below is for guidance only and does not constitute a contract of employment.

Length of Contract

This is a permanent post subject to the normal pre-employment checks and satisfactory completion of a six month probation period.

Salary

The post is on Grade K/S £22,165 - £24,031 per annum. Salaries are paid in arrears on the 28th of each month (or where the 28th is not a working day, on the last working day before the 28th) as detailed on your payslip. Salaries are reviewed annually in August, although the College is under no obligation to award an increase following a salary review.

Hours of Work

Your normal hours of work are 35 hours per week, exclusive of meal breaks. It is essential that the post holder is able to provide some flexibility with working hours in order the meet the demands of the post and for which time off in lieu will be given. We would welcome applications from candidates who wish to hold the post on a part-time basis.

Holiday Entitlement

The post holder will be entitled to 41 days paid leave per annum (pro-rata for part-time staff) inclusive of all public holidays and College closure days. Annual leave should be agreed with your Head of Department or Line Manager, as appropriate.

Pension

You will be contractually enrolled in the Oxford Staff Pension Scheme (OSPS) from the commencement of your employment, unless you opt out by completing and returning to the HR Department the relevant form.

Meal Entitlement

Coffee, tea and lunch, whilst on duty, will be provided free of charge except during any Kitchen closure period.

Other Benefits

Employees will be eligible for a discounted travel to work scheme for the purchase of bus and train tickets. Uniform will be provided.

Training

The College will support the postholder to undertake any relevant training to enhance his or her career and financial support for these development activities will be provided where appropriate.
Oxford Colleges’ Healthcare Plan

You will be eligible to join the Oxford Colleges’ Healthcare Plan from the commencement of your employment. The College will pay for a single membership of the Plan, but you may upgrade, at your own expense, your membership to cover your partner / spouse or your family. As this is a work benefit you will pay tax on the Subscription Rates.

Application Procedure

Your application should comprise:-

- A covering letter demonstrating how your skills and experience meet the criteria for this post together with the names and postal and email addresses of two referees. We will assume that we may approach your referees at any stage unless you tell us otherwise, so please state clearly if you wish to be contacted before a referee is approached.
- A curriculum vitae (CV)
- An equal opportunities recruitment monitoring form which will assist us with monitoring equal opportunities in recruitment. Equal Opportunities information collected does not form part of the selection process and will not be circulated to the selection panel. Completion of the equal opportunities monitoring form is voluntary. Data collected is used solely to monitor the effectiveness of the College’s Equality and Diversity Policy and helps the College to meet its duties under the Equality Act 2010.

Completed applications should be submitted to vacancies@nuffield.ox.ac.uk or to the Human Resources Department, Nuffield College, New Road, Oxford OX1 1NF

The closing date for completed applications is 12.00 noon on Friday 15 November 2019.

Interviews are likely to take place in the week beginning Monday 25 November 2019.

Any enquiries about the post should be directed to the Catering and Conference Manager olivier.goddet@nuffield.ox.ac.uk

Communication regarding the status and outcome of your application will be made via e-mail.

Equal Opportunity statement

The policy and practice of the University of Oxford and Nuffield College require that all staff are afforded equal opportunities within employment. Entry into employment 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. Subject to statutory provisions, no applicant or member of staff 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. Where suitably qualified individuals are available, selection panels will contain at least one member of each sex.
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 2018 Data Protection Act (which incorporates the UK’s obligations under the General Data Protection Regulation, GDPR) and the College’s Data Protection Policy.

Pre-employment screening

If you are selected for the post, employment with the College will be conditional upon satisfying the following requirements:

Eligibility to work in the UK

The Immigration, Asylum and Nationality Act 2006 makes it a criminal offence for employers to employ someone who is not entitled to work in the UK. **We therefore require applicants to provide proof of their right to work in the UK before employment can commence.**

Please note that you will need to provide original documents and where any documents are not in English a certified translation will be required. **Do not include these documents with your application.** You will be sent a request for the relevant information at the appropriate point in the selection process.

Medical fitness

Please note that any offer of employment will be conditional upon receipt of a completed pre-employment medical health assessment questionnaire and confirmation from the University of Oxford Occupational Health Service that the candidate is medically fit for the post (allowing for any reasonable adjustments that may be required, in line with the provisions of the Equality Act 2010).

The purpose of the pre-employment medical health questionnaire is to:

- Assess the candidate’s medical capability to do the job for which they have applied
- Determine whether any reasonable adjustments or auxiliary aids may be required to accommodate any disability or impairment which they may now have
- Ensure that none of the requirements of the job for which they have applied would adversely affect any pre-existing health conditions the candidate may have.

Nuffield College exists to promote excellence in education and research, and is an equal opportunities employer committed to equality and valuing diversity. Applications are particularly welcome from women, disabled people and from black and ethnic minority candidates, who are currently underrepresented in posts in the College.