# JOB DESCRIPTION

**Job Title:** Apprentice Commis Chef  
**Department:** Kitchen – Catering Department  
**Place of Work:** Nuffield College, New Road, Oxford  
**Responsible to:** Catering and Conference Manager through Executive Chef  
**Salary:** £16,091 per annum  
**Length of Post:** 14 to 18 months (depending on successful completion of Commis Chef Apprenticeship qualification)  
**Hours of Work:** Full-time 35 hours per week (Including attendance at College 1 day per week)  
**Probation:** 3 months  

## Overview

Nuffield College is seeking to appoint an Apprentice Commis Chef to assist the kitchen team in the operation of the College’s kitchen and catering activities. The person appointed will gain skills and experience both in the workplace and through the completion of a course of study and will join a network of apprentices across the University of Oxford as a whole. Appropriate objectives will be set during the course of the apprenticeship, as outlined below. The Apprentice Commis Chef will report in the first instance to the Executive Chef, who will oversee and provide support to the postholder on a day-to-day basis, and the Catering and Conference Manager who acts as line manager.

The hours of work are full-time, 35 hours a week, on a rota system which may include some evenings, weekends and split shifts. The person appointed will also be expected to undertake some overtime, as required.

During the course of the Apprenticeship, the postholder will be expected to:

- work to the College’s assured Food Safety Management System;
- adhere to Health and Safety, Food Hygiene and COSHH regulations;
- operate the kitchen alarm and emergency procedures;
- clean the kitchen and related areas when required by senior chefs;
- attend a local college of further education to work towards the Commis Chef Apprenticeship qualifications; and
• meet the objectives set out below for the position

**Objectives in Culinary:**
- Contribute to the production of modern and innovative menus in line with business needs
- Use available technology to achieve the best result
- Check food delivery, store appropriately and ensure stock rotation
- Work methodically to prioritise tasks to the required standard
- Measure dish ingredients and portion sizes accurately
- Demonstrate a range of craft preparation and basic cooking skills and techniques to prepare, produce and present dishes and menu meals in line with business requirements
- Use correct knives, knife skills and equipment when preparing food
- Store food correctly when preparing dishes (covered and labelled)
- Apply correct preparation and selection methods when using meat, poultry, fish and vegetables in dishes
- Complete preparation and cooking tasks to a high standard, delivered on time and presented as instructed

**Objectives in Food Safety:**
- Maintain a clean and hygienic kitchen environment at all times and complete related documentation
- Store, prepare and cook ingredients correctly to deliver a quality product that is safe for the consumer
- Comply at all time with the College procedures when dealing with allergens and specials diets
- Make correct adjustments to maintain good personal hygiene

**Objectives within the College:**
- Work effectively with others to ensure dishes produced are of high quality, delivered on time and to the standard required
- Use suitable methods of communication in a fair and equal manner that demonstrates effective team working
- Develop own skills and knowledge through training and experiences
- Perform role to the best of your own ability in line with the College values and culture
- Develop good working relationships across the team and with colleagues in other departments
- Deal with challenges and problems constructively to achieve a positive outcome
- Follow instructions to meet targets and effectively control resources
- Follow procedures regarding usage and waste of resources
- Undertake all tasks with due care and attention, reporting risks in an appropriate manner

**Selection Criteria**

The successful candidate must:
- be enthusiastic and willing to learn;
- have a real passion for cooking and the desire to pursue a career as a professional chef;
- demonstrate excellent time management and organizational skills;
- be able to work under pressure and thrive in a busy environment;
- be able to work effectively as part of a small team, contributing in different areas as required;
- be able to communicate clearly, professionally and concisely;
- be flexible and willing to do overtime when required; and
- have a minimum of 5 GCSEs at grade A-C including Maths and English.