NUFFIELD COLLEGE

Junior Chef de Partie

JOB DESCRIPTION

Job Title: Junior Chef de Partie
Department: Catering/Kitchen
Place of Work: Nuffield College, New Road, Oxford
Responsible to: Catering and Conference Manager, via the Head Chef
Salary: From £19,667 to £24,031 (grade 8 to 15 on salary scale)
Hours of Work: 35 hours per week (including some evenings and weekends)

Overview of the Role:

Nuffield College is a graduate college of the University of Oxford, specialising in the Social Sciences, particularly Economics, Politics, and Sociology. The College hosts a wide range of events, many of which involve fine dining or have other catering requirements. The College Kitchen, under the direction of the Catering and Conference Manager and the Head Chef, strives to deliver outstanding food and service for all meals, with nearly all dishes prepared from fresh. A full refurbishment of the College kitchen and servery spaces currently underway and is due to be completed in November 2019.

Under the guidance and supervision of the Head Chef or (in his absence) the Sous Chef, the Junior Chef de Partie will assist in the preparation and service of all sections of the College’s Kitchen, including fine dining. The position involves the creation, preparation, and finishing of homemade dishes, as well as other elements in pastry work and Fine Dining.

Duties and Responsibilities:

The Junior Chef de Partie will be expected to:

- Work with the Head 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 Head Chef, which will include the preparation of a wide range of fresh food.
- Prepare, organise and run to a high standard plated dinner and lunch. (subject to experience)
- Prepare and finish homemade pastry dishes for “Low Table” dinners to the correct 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 Head Chef, the completeness and quality of all food and kitchen equipment provided for each function.
- Check, in conjunction with the Head Chef, the completeness of all suppliers’ deliveries and the correctness of their invoices.
- Maintain and monitor correct standards of cooking and presentation for “Low Table” dinners.
- Compose seasonal menus for “low Table” dinners to the correct standard when requested.
- Understand and comply with special dietary requirement, including 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 describe all elements of
dishes.
• Work closely with the Head Chef and other chefs at each event to ensure that functions run
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 experience in a similar position, preferably within a formal or fine dining environment.
• Possess good knowledge and practice of working with pastry.
• 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.
• Perform well in pressurised situations, with the ability to remain calm.
• Be positive, enthusiastic, self-motivated and able to work independently.
• Demonstrate the ability to work constructively and collaboratively as part of a team.
• Show a continuous commitment to improving levels of service and the customer experience,
and a desire to enhance their own professional development.

Desirable

• Professional qualifications in relevant areas.