



University of Oxford
**St Edmund
Hall**

CHEF DE PARTIE
Job Description and Further Particulars

1. The College

St Edmund Hall is one of the constituent colleges of the University of Oxford and occupies a historic site in the middle of Oxford, just off the High Street. The College community has around 70 Fellows, 400 undergraduate and 300 graduate students in addition to administrative and domestic staff. St Edmund Hall's roots are in the 13th Century, making it one of the oldest education institutions now within the University of Oxford.

The Hall was acquired, but not absorbed, by the Queen's College in 1557. For centuries, Queen's appointed the Principal of the Hall, which continued to exist separately and self-determining. In 1913, the University, realising now the importance of this last link with medieval Oxford, refused to allow Queen's to absorb the Hall and an order was made in Council preserving the Hall's separate identity and a Royal Charter was granted for full collegiate status in 1957. However, the ancient name of "Hall" was retained, to reflect its long history and pre-collegiate roots.

Modern and progressive in its outlook, the Hall furthers scholarship in a range of Arts and Sciences subjects and offers a matchless chance to live in the heart of Oxford, be taught by tutors of recognised distinction in their fields and to enjoy being part of an energetic and varied community. Our undergraduates come from all backgrounds and include students from the UK and the world. The graduate population is an equally diverse body of students studying a wide range of subjects at Masters and Postdoctoral level.

The College launched its first [strategy](#) on 1 October 2019 and is the Hall's vision for the next 10 years, covering 2019-2029. It aims to move our inspiring and historic institution into the next century, keeping it as relevant to students of the future as it has been in the past and is today.

Further information about the College can be found at www.seh.ox.ac.uk.

2. About the Post

Working as part of a cohesive, friendly, and talented team and under the direction of the Executive Head Chef, the Chef de Partie prepares and cooks high quality meals for Fellows, students and staff, conference delegates, guests, and visitors and will have an input into menus and order food supplies. They may also manage the kitchen brigade when the Executive Head Chef, Deputy Head Chef and Sous Chefs are not on duty.

3. The Catering Operation & Introduction to the Kitchen Brigade

Meals at St Edmund Hall are one of the most sociable aspects of studying here with our 270-seater Dining Hall meaning that the whole College community can eat together. We serve breakfast, lunch, and dinner, and brunch is available at weekends.

On Tuesdays, Thursdays, and Sundays during term time there is the option of Formal Hall, which is served after the usual informal dinner. This is a traditional part of Oxford college life, and an opportunity to do something a bit different, which is very popular with our students.

We can offer served dinners and lunches catering for 15 to 240 people in a variety of rooms from the traditional Old Dining Hall seating up to 45 people, to 240 in the modern and spacious Wolfson Dining Room with its feature ceiling and lighting.

Our facilities offer an ideal location for lunches, dinners, weddings, and christenings. We can also cater for garden parties, afternoon teas, and drinks receptions in the beautiful Broadbent Garden, which is a haven from the hustle and bustle of the city.

The current Kitchen Brigade is comprised of the Executive Head Chef, a Sous Chef, a Junior Sous Chef, four Chef de Parties, a Kitchen Assistant, an Apprentice Chef and four Kitchen Porters.

4. Main Duties and Responsibilities

- Ensure that dishes are prepared and cooked according to a high standard.
- Make menu and dish suggestions to the Executive Head Chef for inclusion meal planning.
- Managing the development and supervision of the junior members of the team, ensuring they are fully trained and understand their duties, leading by example.
- Ensure that stock is rotated and controlled.
- Ensure the cleaning schedule is adhered to and that cleaning tasks are delegated as appropriate.
- Ensure that all kitchen equipment is in good working order, reporting any faults as necessary.
- Ensure full understanding of the functional administration of the kitchen.
- Maintain a detailed knowledge of the full menu and be able to explain dish descriptions.
- Ensure compliance with legal requirements under the Health & Safety Act and food hygiene regulations including temperature recording and record keeping.
- Ensure compliance with allergen requirements.
- Ensure all policies, procedures, standards, and guidelines are carefully adhered to.
- To attend training courses and seminars as and when required.

The College is committed to the professional development of all team members, and we actively invest and support our staff to grow their careers.

The appointee will also be expected to carry out such other duties as the Executive Head Chef may from time-to-time request, commensurate with the grade and responsibilities of the post. The above provides an indication of the nature of the role and is not intended to be exhaustive. As the needs of the College change, the job profile and duties of the role may be adjusted accordingly.

5. The Person

Requirements	Essential and desirable criteria	
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Education/qualifications		
NVQ Level 2 catering qualification (City and Guilds 7061/7062) or equivalent.	√	
A current Food Hygiene Level 2 Certificate or higher.	√	
Food Hygiene Level 3		√
Experience		
Experience of working in a busy kitchen as a Chef De Partie	√	
Experience of record keeping.	√	
Experience of COSHH regulations	√	
Experience of manual handling.	√	
Skills, knowledge, interests, and abilities		
Demonstrable knowledge of food allergy awareness.	√	
An ability to prepare complex dishes and complete instructions.	√	
Enthusiastic, self-motivated and able to work independently and as part of a team.	√	
Good communication, numeracy and written skills.	√	
Flexible and co-operative approach to hours and duties.	√	
Professional and able to work effectively under pressure.	√	
Reliable with excellent time-keeping.	√	
Creative and with a passion for good customer service and high quality food.	√	
Personal Skills		
Very friendly, helpful and approachable with a good sense of humour and willingness to assist at all times.	√	
Committed to ongoing personal development.	√	

6. Terms and Conditions

Appointment:	This is a full-time, permanent post working five days per week. The appointment will be conditional on receipt of evidence of right to work in the UK documentation and satisfactory references.
Probationary Period:	There will be a probationary period of six months. Only after successfully completing this probationary period will the appointment be confirmed.
Notice Periods:	During the probationary period, the post-holder's employment may be terminated by either side on one weeks' written notice. Once the appointment is confirmed, the period of written notice will be 1 month on either side.
Salary:	The salary reflects the University Scale at Grade 4 (currently £25,138 to £28,759 per annum). Appointments are normally made to the bottom of the grade, however, the starting point will depend on qualifications and experience. Automatic progression takes place on 1 August for support staff provided they have been in post for at least 3 months prior to the incremental date until the maximum point is achieved
Hours of Work:	Normal hours of work will be 40 hours per week, according to the rota including a 30-minute unpaid break each day. The ability and willingness to adopt a flexible approach to working hours and duties will be required.
Annual Leave:	Annual leave entitlement is 32 days, comprising 8 public holidays and 24 working days plus additional leave following 5 years of service. The post-holder's leave will be calculated on a pro-rata basis for the first year of employment. Additional leave is granted during the Christmas and New Year period when the College is closed. Where public holidays fall in term time, the Chef de Partie may be required to work those days and time off in lieu will be given to be taken at a mutually convenient time at the discretion of the Executive Head Chef.
Meals:	Lunch is provided free of charge in the Hall whilst on duty and when the College kitchen is open.
Benefits:	Subsidised bus pass loan, season ticket rail loan, cycle scheme loan and access to the College's employee assistance programme (a 24-hour telephone and online advisory and counselling service).
Pension:	The post-holder will be automatically enrolled in the Oxford Staff Pension Scheme (OSPS) which provides income when you retire plus life assurance benefits unless they notify the College otherwise.
Parking:	Parking is extremely limited and allocated according to needs at the discretion of the Domestic Bursar.

Further terms and conditions are contained in the Employee Handbook, a copy of which will be supplied on appointment and forms part of the post holder's contract of employment.

7. Application Process

Interested applicants should forward the following documents:

1. A Cover Sheet (found on our website) detailing the names and contact details of two referees.
2. A current CV.
3. A covering letter, which explains how you meet the selection criteria for the post.

There is no deadline and applications will close as soon as a suitable candidate is appointed. You are therefore encouraged to apply as soon as possible.

Documents should be sent preferably by email to recruitment@seh.ox.ac.uk. Postal Applications should be sent to the HR Manager, St Edmund Hall, Queen's Lane, Oxford, OX1 4AR.

Interviews will be held for shortlisted candidates. All applicants will receive a response.

Informal enquiries about the post should be directed to the Executive Head Chef, Sam White, at sam.white@seh.ox.ac.uk or to recruitment@seh.ox.ac.uk.

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.

Recruitment Monitoring

Please consider completing the online Equal Opportunity Monitoring Form. Submission of this form is voluntary and does not form part of the selection process, but we would be grateful if you are willing to return it with your application to assist us with our equal opportunity monitoring. A paper copy can be obtained on the website or by emailing recruitment@seh.ox.ac.uk.

Notes

1. *This employment is subject to the provision of original documentation to establish the right to work and remain in the UK.*
2. *All data supplied by applicants will be used only for the purpose of determining their suitability for the post and will be held in accordance with the principles of the General Data Protection Regulations.*
3. *St Edmund Hall is an Equal Opportunities Employer. Conduct against fellow employees and college members that is offensive or detrimental to them on grounds of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation, is not tolerated.*
4. *Smoking (including electronic devices) is not permitted at any of the sites or buildings belonging to St Edmund Hall.*