



Apprentice Chef

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 scholarships 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 Head Chef, Senior Sous Chef, Sous Chefs and Junior Sous Chefs, the Apprentice Chef will assist in preparing and cooking high quality meals for Fellows, students and staff, conference delegates, guests, and visitors. This is a fixed-term appointment for 12 months with the potential to progress to a full-time Commis or Demi Chef role upon successful completion of the apprenticeship, dependent on progress and performance.

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 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 Hall 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 Head Chef, a Senior Sous Chef, two Sous Chefs, two Junior Sous Chefs, a Head Pastry Chef, a Pastry Chef, two Chefs de Parties, a Commis Chef and four Kitchen Porters. The Kitchen is overseen by the Director of Catering.

4. Main Duties and Responsibilities

- Assist chefs with the preparation, cooking, and presentation of meals to the required standards.
- Learn and apply correct techniques for food preparation, storage, and hygiene.
- Support in maintaining a clean, organised, and safe kitchen environment in accordance with Food Safety and Health & Safety regulations (including COSHH and the correct use of PPE).
- Be aware of and follow the College's allergy procedures.
- Assist with stock rotation, deliveries, and the correct use of ingredients to minimise waste.
- Participate in the planning and production of menus under the supervision of senior chefs.
- Learn to use kitchen equipment safely and efficiently.
- Support catering for formal college events, conferences, and high-volume dining services.
- Attend college and apprenticeship training sessions as required and complete coursework on time.

As this role forms part of a full chef apprenticeship, the postholder will be expected to gain experience in all aspects of food preparation. This includes handling and preparing all ingredients used within the kitchen, including meat, poultry, fish, shellfish and other animal products, as an essential requirement of the role.

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

5. Training and Development

- The appointee will work towards achieving a Commis Level 2 Hospitality and Catering Apprenticeship at a recognised training provider, with attendance one day per week.
- Candidates who have not achieved GCSE Level 4 in English and Maths will be required to complete a series of functional skills courses provided by the college before enrolment can be finalised.
- Regular on-the-job training and mentoring will be provided by experienced chefs.

- Opportunities to gain experience across different kitchen sections and event types.
- Potential to progress to a full-time Commis or Demi Chef role upon successful completion of the apprenticeship, dependent on progress and performance.

The appointee will also be expected to carry out such other duties as the Head Chef may from time-to-time request, commensurate with the pay 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.

6. Person Specification

The successful candidate will be able to satisfy the following criteria and should demonstrate how they meet this on the application form:

Criteria	Essential	Desirable
Educational Qualifications	GCSE's or equivalent in English and Maths (grade 4 or above).	GCSE Food Technology
Skills and Personal Qualities	- Innovative and creative with a passion for food and cooking. - Able to undertake all aspects of food preparation and kitchen duties required as part of a professional catering environment. - Willingness to rotate through all areas of the kitchen and participate in the preparation of all menu items. - Ability to follow food safety, hygiene and health and safety procedures at all times. - Self-motivated with a willingness to learn and progress in career. - Ability to work as part of a team and on own initiative. - Good interpersonal skills and communication skills with the ability to communicate effectively with other staff and customers. - Ability to remain calm under pressure. - Self-motivated and conscientious. - Friendly and be able to deal with people from differing backgrounds and cultures. - Punctual and reliable.	
Other	- Willing to undergo training. - Flexible – hours will vary according to business needs.	Experience of working in a busy kitchen

7. Terms and Conditions

Appointment:	This is a full-time, fixed term post for 12 months commencing as soon as possible. The role is based on 40 hours per week. The appointment will be conditional on receipt of evidence of right to work in the UK documentation and satisfactory references. You will also be asked to complete a health declaration so that you can let us know about any health conditions or disabilities which you may require us to make reasonable adjustments. You will be expected to attend a recognised higher education college one day a week the hours of which will be included within the 40-hour working week.
Probationary Period:	There will be a probationary period of three 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.
Salary:	£13.45 per hour (£28,053 per annum)
Hours of Work:	Normal hours of work will be 40 hours per week according to the rota and will include evenings and weekends. There is a 30-minute break each day, which is unpaid. 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. 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 Apprentice Chef 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 Head Chef.
Meals:	One meal 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), discount in some University shops, free entry to other Oxford colleges and libraries, discounted computer software from the University Computing Service, free access to the Botanical Gardens and Harcourt Arboretum, discounted membership of the University's gym and pool. The College arranges various events for staff throughout the year including quizzes, a summer BBQ, Christmas lunch and more.
Pension:	The post-holder will be automatically enrolled in the Oxford Staff Pension Scheme (OSPS) unless they notify the College otherwise.
Uniform:	A uniform and safety shoes will be provided and some basic kitchen equipment.

8. Application Process

Interested applicants should submit the following:

- A completed application form (found on our website), to include the contact details of two referees. References will only be sought for the successful candidate.

Applications should preferably be submitted by email to recruitment@seh.ox.ac.uk.

Alternatively, postal applications may be sent to:

HR Department
St Edmund Hall
Queen's Lane
Oxford
OX1 4AR

There is no closing date for this vacancy. Applications will be considered as they are received, and interested candidates are therefore encouraged to apply as soon as possible. Please note that incomplete applications will not be considered.

We warmly encourage prospective applicants to visit St Edmund Hall before applying. A visit is an excellent opportunity to tour our kitchens, meet members of the catering team, and have an informal chat about the role, the apprenticeship and what it is like to work at the College.

To arrange a visit, please email recruitment@seh.ox.ac.uk, and we will be pleased to organise a convenient time.

The successful candidate will be expected to commence employment as soon as reasonably practicable.

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. Applications are particularly welcome from women and minority ethnic candidates who are under-represented in Chef posts in Oxford.

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.*