



University of Oxford
**St Edmund
Hall**

JUNIOR SOUS 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 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, Deputy Head Chef and Sous Chefs, the Junior Sous Chef will lead, inspire and develop the food offered to Fellows, students and staff, conference delegates, guests, and visitors. Through the development of innovative dishes, they will develop the College's unique selling points to its commercial client base (conferences, events and weddings) and provide nutritionally balanced dishes which support student life and wellbeing and reduce the carbon footprint.

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 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, Deputy Head Chef, two Sous Chefs, Head pastry chef, five Chef de Parties, a Kitchen Assistant and three Kitchen Porters.

4. Main Duties and Responsibilities

4.1 Food Innovation and Quality

Development of an innovative nutritious range of menus which:

- a. Reflect modern eating trends
- b. Provide the students with great food and value for money and;
- c. Deliver unrivalled fine dining plates for more formal occasions

To be able to cook and deliver a range of foods from student counter food, grab 'n' go items, buffets and small fine dining functions to large banquets.

4.2 Sustainability and Carbon Footprint Reduction

Work with the Executive Head Chef and the rest of the brigade to contribute towards creating a sustainable kitchen.

4.3 Finance

When supervising the team, ensure:

- Accurate production schedules are followed;
- Waste is minimised;
- Stock is kept secure and rotated and;
- Goods-in protocols are followed.

4.4 Food Hygiene and Health and Safety

The Junior Sous Chef is expected to implement all food safety and health and safety legislation and College policies. When working and supervising on shift, the Junior

Sous Chef is expected to ensure that all the team members comply with their personal responsibilities and the law.

The Junior Sous Chef is expected to attend compliance training when requested by the College to do so.

4.5 Leadership

The Junior Sous Chef is expected to deputise for the Sous Chefs in their absence, ensuring that high standards are maintained across all services.

The College promotes a motivational and coaching leadership style, which celebrates success and encourages career progression.

The Junior Sous Chef is expected to assist with the following:

- Ordering from suppliers
- Support the development of apprentices
- Create a culture of learning in the kitchen
- Lead in a fair unbiased way at all times
- Assist with coaching the team
- Supervise student meal feeding when required
- Supervise small fine dining dinners 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	
	E	D
Education/qualifications		
NVQ Level 2 catering qualification (City and Guilds 7061/7062) or equivalent culinary art degree.	✓	
An advanced Food Hygiene qualification.	✓	
Experience		
Experience of working in a contemporary award-winning restaurant, a 4 -5 star hotel with fine dining or banqueting service or an institutional environment equivalent to an Oxford or Cambridge college.	✓	
Large scale catering experience in an independent educational setting or business environment.	✓	
A proven track record across all kitchen disciplines as a Chef de Partie or Junior Sous Chef.	✓	
Experience of record keeping, COSHH regulations and manual handling.	✓	
Skills, knowledge, interests, and abilities		
Strong leadership skills.	✓	
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 reliable with a co-operative approach to hours and duties.	✓	
Professional and able to work effectively under pressure.	✓	
Creative and with a passion for good customer service and high quality food.	✓	
General understanding of Microsoft Office.		✓
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 40 hours 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.
Salary:	The salary reflects the University Scale at Grade 5 (currently £28,131.00 to £33,348.00 per annum). However, the College is an independent employer and does not automatically apply the University of Oxford employment terms and conditions or policies.
Hours of Work:	Normal hours of work will be 40 hours per week (5 shifts over 7) with straight and occasional split shifts between the operational hours of 07:30 to 22:00 Monday to Sunday according to the rota. The position involves weekend and evening working. Breaks are unpaid. The ability and willingness to adopt a flexible approach to working hours and duties will be required.
Annual Leave:	Annual leave entitlement of up to 38 days which comprises 8 public holidays, 20 working days and an additional 7-10 days per year when the College is closed at Christmas and Easter. Where public holidays fall in term time, the Junior Sous 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 Executive 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. Chefs whites/uniform will be provided.
Pension:	<p>The post-holder will be automatically enrolled in the Oxford Staff Pension Scheme (OSPS) unless they notify the College otherwise.</p> <p>Current contribution rates:</p> <p>Employer: 19%</p> <p>Employee: 4%, 6% or 8%</p> <p>Pension information can be found by visiting www.finance.admin.ox.ac.uk/pensions.</p>

Parking: Parking is extremely limited and allocated according to needs at the discretion of the Domestic Bursar.

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.

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

There is no deadline and applications will remain open until the post is filled.

All candidates will receive a response and shortlisted candidates will be invited to interview. Visits to the College are welcome prior to application by emailing the HR Assistant at recruitment@seh.ox.ac.uk.

The successful candidate will be expected to start as soon as possible.

Informal enquiries about the post should be directed 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. 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.*