



## **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 13<sup>th</sup> 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](http://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 and Deputy Head Chef, the 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 extremely 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 forty-five 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 Deputy Head Chef, two Sous Chefs, Junior Sous Chef, a Head Pastry Chef, five Chef de Parties, a Kitchen Assistant and four 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.
- 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.

Occasionally meet with students to discuss menu options and run tasting sessions.

##### **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 & Stock**

When leading the team, ensure:

- Accurate production schedules are followed.
- Waste is minimised.
- The required amount of stock is ordered.
- Stock is kept secure and rotated.
- Goods-in protocols are followed.

#### 4.4 Food Hygiene and Health and Safety

The Sous Chef is expected to implement all food safety and health and safety legislation and College policies including being responsible for allergen control when managing the Kitchen. When leading their shift, the Sous Chef is expected to ensure that all the team members comply with their personal responsibilities and the law.

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

#### 4.5 Leadership

The Sous Chef is expected to deputise for the Executive Head Chef and Deputy Head Chef 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 Sous Chef is expected to assist with the following:

- Induction of new brigade members
- 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.
- To manage formal halls and private 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 perform 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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<b>Education/qualifications</b>		
NVQ Level 3 catering qualification (City and Guilds 7061/7062) or equivalent culinary art degree.	✓	
An advanced Food Hygiene qualification.	✓	
<b>Experience</b>		
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 Senior Chef de Partie, Junior Sous Chef or a Sous Chef.	✓	
Experience of record keeping, COSHH regulations and manual handling skills.	✓	
<b>Skills, knowledge, interests, and abilities</b>		
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 co-operative approach to hours and duties.	✓	
Professional and able to work effectively under pressure.	✓	
Reliable with excellent timekeeping.	✓	
Creative with a passion for good customer service and high-quality food.	✓	
Good understanding of Microsoft Word, Excel, and Outlook.	✓	
<b>Personal Skills</b>		
Very friendly, helpful, and approachable with a good sense of humour and willingness to always assist.	✓	
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 3 months.
Salary:	£41,732 per annum.
Hours of Work:	Normal hours of work will be 40 hours per week according to the rota. 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 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 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. The College arranges various events for staff throughout the year including quizzes, a summer BBQ, Christmas lunch and more. Chefs whites/uniform will be provided.
Pension:	The post-holder will be automatically enrolled in the Universities Superannuation Scheme (USS) unless they notify the College otherwise.

## 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](mailto:recruitment@seh.ox.ac.uk). Postal 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.

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

Visits to the College prior to application are welcome by emailing [recruitment@seh.ox.ac.uk](mailto:recruitment@seh.ox.ac.uk).

Informal enquiries about the post should be directed to the Executive Head Chef [sam.white@seh.ox.ac.uk](mailto:sam.white@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](mailto: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.*