Hertford College, Oxford

Sous Chef

The College
Hertford is one of the larger Oxford colleges, with around 650 students, two-thirds of whom are undergraduates. It traces its roots back to the late thirteenth century as Hart Hall, through several incarnations and a period as Magdalen Hall, to the present day Hertford College which was refounded in 1874.

The Fellowship, which has responsibility for the governance of the college, currently consists of forty-three Governing Body fellows, the majority of whom are involved in undergraduate teaching. In addition, over thirty lecturers supplement teaching provision, and around 100 members of administrative and domestic staff coordinate and support key activities. Fellows, lecturers and students are drawn from a range of disciplines across the four Divisions (Humanities, Social Sciences, MPLS, and Medical Sciences). Academic and administrative offices are on the main site, as is accommodation for many students, complemented by further accommodation for both graduates and undergraduates at various other sites around Oxford.

The college has a reputation for being both progressive and friendly. It was one of the first colleges to go mixed, and the ratio of female students to male remains comparatively high. For over fifty years, Hertford has championed access for students from backgrounds under-represented at Oxford, and this continues to be the focus of our outreach work.

The Role
A Sous Chef is sought to develop and enhance the college’s catering services. Reporting to the Head Chef, the successful applicant will demonstrate a true passion and flair for food and for cooking. They will be creative, forward thinking, and receptive to new ideas. They will inspire the Kitchen team by example to broaden their culinary awareness and service delivery.

Communal dining is an integral part of the collegiate experience. During term-time, refectory catering is provided for students, while a high-standard lunch and dinner service are also provided for the college’s Fellows. Corporate, society and alumni events feature throughout the calendar and academic year. Hertford College operates two term-time kitchens, at its
main site, and at a smaller satellite kitchen at a residential annexe site in South Oxford (the latter providing breakfast and dinner services). Out of term, the college simultaneously operates three satellite kitchens at its annexes in addition to the main site, catering to a diverse client base of international summer school and conference delegates. The successful applicant will possess a proven track record within the field of catering services. In addition to professional experience, they shall also hold relevant qualifications and/or accreditations in catering, hygiene, and related areas. The successful applicant should also possess proven team leading skills within a similar catering environment: proven experience in online procurement is essential for this role, and prior IT proficiency in applications as MSWord and Excel is highly desirable.

This position offers tremendous scope for the successful applicant to help develop and maintain a superior quality of service, establishing Hertford as a leader within Oxford college catering. This post would ideally suit an experienced chef seeking an opportunity for team leadership and management experience within a collegiate catering environment.

**Specific Responsibilities**

- Successful delivery of multiple service levels to a range of customer groups, often at multiple catering sites.
- With the Head Chef, creation of menus for college dining.
- Contribution to a range of price fixé menus for various external clients.
- Procurement related to the operation of the college’s kitchen provisions.
- With the Head Chef, contribution to ensuring accurate record-keeping of stock levels, productions, and such other data as may be required.
- Team leadership of the kitchen brigade.
- Deputising for the Head Chef in their absence (this may require some administrative duties as required, liaison with external contractors and suppliers, and attending college meetings).
- Ensuring high standards of hygiene and H&S compliance within the main and satellite kitchen sites.
- Ensuring team compliance with agreed risk assessment, HACCP and COSHH regulations.
- Such other reasonable responsibilities as are required, commensurate to the seniority of the role.
The Person

Selection criteria

**Essential**

- Significant demonstrable experience in large-scale meal service (250+).
- Significant demonstrable experience in fine dining and event catering.
- Proven track record in team leadership.
- Familiarity with MS Applications (Word, Excel, Outlook) or equivalent.
- Demonstrable experience in the production of high quality vegetarian, vegan, coeliac, and other restricted-diet menu and meal types.

**Desirable**

- Experience in a University, College or similar environment, and empathy for its operations and practices.
Conditions of Appointment

This is a permanent, full-time post (40 hours per week). The appointment will be conditional on receipt of satisfactory references. There will be an initial probationary period of 6 months.

Grade and Salary

Equivalent to University Grade 6 (£28,660 to £34,189 per annum), depending upon experience and qualifications.

Pension

The post-holder will be entitled to join, or remain a member of, the USS pension scheme.

Meals

The post-holder will be entitled to take meals in College free of charge whilst on duty, when the kitchens are open.

Staff Development

The post-holder will be encouraged to undertake supplemental professional training. Additional training will be available where required or where reasonably requested.

Transport

The College operates a bus pass scheme.

Sports Facilities

The post-holder will have access to the College’s gym.

Holiday

The holiday year begins on 1 October. The post-holder will receive a paid entitlement of 28 working days during the holiday year (5 of these days are taken around Christmas and New Year) in addition to public holidays.

Please note that the College reserves the right to require staff to work on Bank Holidays, receiving a day off in lieu of each such day worked. Bank Holidays within term time will be expected to be working days. Leave must be taken in a manner sympathetic to the College calendar of events. The Head Chef must approve all leave.
Application and Appointment Procedure

Those wishing to apply for the post should email the following documents to recruitment@hertford.ox.ac.uk by 12 noon on 12 February 2019.

1. CV (maximum three sides of A4, to include the names and contact details of two referees);
2. A covering letter detailing how your experience, skills and qualifications meet the criteria for the post;
3. A completed Employment Application Form (available from www.hertford.ox.ac.uk/and-more/vacancies).

Applicants are also asked to complete and return a Recruitment Monitoring Form (available from the college website). The monitoring information collected does not form part of the selection process and will not be circulated to the selection panel. It will be used solely to monitor the effectiveness of the college’s equality policy.

Interviews will likely be held during the week commencing 25 February 2019.

The College reserves the right to seek a report from the Disclosure and Barring Service (DBS). Candidates must be eligible to work in the UK, and the appointment will be subject to provision of proof of the right to work in the UK before employment commences. Regrettably, the college is not able to sponsor applicants for a Tier 2 visa for this post.

The position may be discussed further with the Head Chef, Frankie Parry (frankie.parry@hertford.ox.ac.uk).

In accordance with the General Data Protection Regulation (GDPR), we have implemented a privacy notice which explains the types of data we will process about you as part of the application process. We also include within this notice the reasons for this, how long we keep your data for, and your rights regarding your data. This Privacy Notice can be found on our website at this address: https://www.hertford.ox.ac.uk/privacy.

Hertford College is an Equal Opportunities Employer