



## Hertford College, Oxford

### Senior Chef de Partie Further Particulars

Job Title:	Senior Chef de Partie
Department:	Catering
Contract Type:	Permanent
Responsible to:	The Head Chef (or Sus Chef in Head Chef absence)
Supports:	Other members of the kitchen team

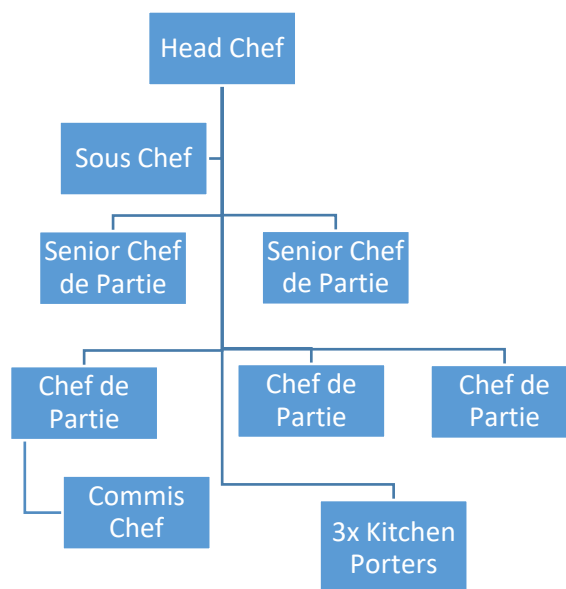
### The College

Hertford is one of the larger Oxford colleges, with roughly 650 students, two-thirds of whom are undergraduates. The main site lies in the heart of Oxford, occupied from the later thirteenth century by Hart Hall and, from 1740 until 1816, by the first Hertford College; and then, from 1822, by Magdalen Hall which was re-founded in 1874 as the second Hertford College.

The Fellowship, which has responsibility for the governance of the college, currently consists of forty fellows, the majority of whom are involved in undergraduate teaching. In addition, 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 50 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 Kitchen Team



### The Role

The Senior Chef de Partie is to assist the Head Chef in producing high quality meals and services within the required deadlines and to diners' satisfaction.

To supervise shift (on a relief basis) to ensure that the production of meals on that shift are of the highest quality and are achieved by production methods that comply with all health, safety and hygiene legislation.

### Main Duties of the Role

*This is a newly-configured role in the kitchen. The full range of duties will therefore be kept under review during the initial months and may be adjusted in response to the evolving needs of the kitchen.*

#### Main Duties

##### **Food Production**

1. Monitor and maintain consistent food standards and quality across all areas and during all stages of production and supply to ensure the HACCP procedures are followed.
2. Placing orders in the absence of the Head Chef or Sous Chef using nominated suppliers

3. To have total accountability for the running of the shift and to ensure stock takes are produced monthly in conjunction with the Head Chef.
4. To participate in the development and design of seasonal menus and purchase all food and food related products to achieve food budgeted cost controls ensuring minimum wastage and to ensure all menus are costed accurately.
5. Ensure that the appropriate methods of cooking and presentation are used to maintain high standards of service.
6. Ensure safety and security is adhered to at all times.
7. Ensure each member of the shift has sufficient knowledge of produced dishes to be able to advise serving staff/diners, e.g. allergens and content.
8. Wastage: correct handling of surplus food after service.

### ***Quality***

1. Maintains and monitors quality, conducting quality control checks according to HACCP regulations.
2. Conducts quality checks of goods received, ensuring legal and quality standards are maintained.
3. Cleaning schedules: assist in the implementation of the Kitchen cleaning schedule to the agreed standards
4. Monitors and ensures compliance with recipe specification.
5. Assess all dishes before leaving kitchen for taste, presentation and food quality.
6. Control food cost by assisting in training kitchen staff on the proper methods of food preparation and handling including how to handle leftover food items.
7. Ensure that all kitchen employees consistently adhere to uniform, personal hygiene and appearance standards within the Kitchen and servery areas.
8. Co-ordinate food storage ensuring proper storage and use of both cooked and raw foodstuffs in compliance with food hygiene requirements.
9. Organise and prepare private dinners as required.
10. Organise chemical supplies.

### ***Supervision***

1. Ensure shift is properly organized, staffed and supervised.
2. Create daily production schedule to ensure proper staffing requirements are met.
3. Document underperforming staff members e.g. handover diary.

### ***Communication***

1. To undertake shift staff briefing with all team members.
2. Teach junior chefs and apprentices new skills and monitor their progress.
3. The senior sous chef must maintain effective communication within the kitchen, be responsive to staff suggestions and concerns and work to resolve problems.

4. Maintain effective working relationship with food and beverage management and other departments.
5. Conduct regular inspections of the entire kitchen/dishwashing areas and coolers and promptly act to correct deficiencies found during inspection. Report all machinery faults e.g. coolers/freezers and promptly act to remedy e.g. callout, visual check of trip switch/fuse.
6. Is customer-oriented and able to converse with diners.
7. Maintain a detailed knowledge of the full menu and be able to explain dish descriptions including allergens.
8. Undertake any other duties or responsibilities which may be assigned from time to time by the Head Chef.

### ***Health & Safety Requirements***

All members of the Kitchen staff should, at all times:

- Apply health and safety regulations as appropriate and to maintain a safe working environment at all times;
- Follow food hygiene, health and safety procedures (and risk assessments/method statements) of the College and those specific to the Kitchen)
- Ensure that all tools are cleaned and put away in their correct and safe place
- Use appropriate Personal Protective Equipment (PPE) for tasks as necessary and as determined by the Head Chef.
- Report any faulty equipment to Maintenance and make note in shift handover notes.

### **Other Duties**

The post-holder may be required to undertake other duties at the direction of the Head Chef & Head of Catering, and to provide cover for colleagues in the kitchen (all sites) in the event of absence.

## **Person Specification**

*Candidates from a range of backgrounds are encouraged to apply for this role.*

### **Essential**

#### ***Qualifications, experience and background***

- A recognized qualification: NVQ levels 1, 2 in Professional Cookery or equivalent.
- Allergen awareness training
- Experience of creating dishes for high volume diners
- Intermediate Food Hygiene Level 3
- Awareness of HACCAP regulations.

#### ***Specific knowledge/skills (technical)***

- Eye for detail and food presentation

- Good communication skills, with ability to relate well with Senior Members, Staff, Students, Contractors and Suppliers.
- Good listening skills as well as verbal and written skills (face-to face, telephone)
- Good interpersonal skills enabling effective translation of problems into practical solutions
- Experience of developing and implementing new fine dining menu.

### ***Personal Attributes***

- Self-motivated and an ability to work without close supervision and a tolerance of dealing with routine problems;
- Ability to work to deadlines, with changing priorities and whilst remaining calm under pressure
- Ability and willingness to learn new skills Team Working and Management skills
- Ability to work as part of a team and independently. Experience of supervising junior chefs.

### **Desirable**

The post-holder will ideally possess:

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

## Terms and Conditions

This is a permanent appointment, available with an immediate start if possible.

The salary will be on grade 5 of the university scale (£25,482- £30,395p.a., depending on skills and experience). The post is eligible for membership of the OSPS pension scheme.

Weekly hours of work are **40 hours**, to be worked over five days out of a seven day rota (weekends and evenings as required). However, the post-holder will need to have a flexible approach to working hours, as there will be particular periods of the year when longer working hours may be necessary (for which time off in lieu will be granted).

The college offers an annual leave entitlement of 28 working days, plus Bank Holidays (5 days of your annual leave will be used for the Christmas closure period). Lunch is provided free of charge when the kitchens are open.

Other staff benefits are outlined on the HR section of the college website:

<https://www.hertford.ox.ac.uk/and-more/vacancies>

The appointment is subject to a probationary period of six months. The college may initiate a DBS check during employment.

### Application and Appointment Procedure

Those wishing to apply for the post should email the following documents, preferably as a single pdf string, to [hr@hertford.ox.ac.uk](mailto:hr@hertford.ox.ac.uk) by **noon on Friday 24 May 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/about/vacancies](http://www.hertford.ox.ac.uk/about/vacancies)).

Applicants are also asked to complete and return an Equal Opportunities Monitoring Form (available from the college website [www.hertford.ox.ac.uk/about/vacancies](http://www.hertford.ox.ac.uk/about/vacancies)). The information collected on the Equal Opportunities Monitoring form 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. Completed forms should therefore be sent to [hr@hertford.ox.ac.uk](mailto:hr@hertford.ox.ac.uk) as a separate document, and not contained in the same string as the other application materials.

Interviews will take place on **Thursday 30<sup>th</sup> May 2019**. References will only be taken up for the successful candidate.

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 of Catering ([simon.robinson@hertford.ox.ac.uk](mailto:simon.robinson@hertford.ox.ac.uk)).

In accordance with the General Data Protection Regulation (GDPR), we have implemented a privacy notice to inform you, as a prospective employee of our college, of the types of data we will process about you. We also include within this notice the reasons for processing your data, the lawful basis that permits us to process it, 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**