



Hertford College, Oxford

Commis Chef Further Particulars

Job Title:	Commis Chef
Department:	Catering
Contract Type:	Permanent
Responsible to:	The Head Chef via the Chef de Partie.
Supports:	Other members of the kitchen team

This is a newly-configured role which supports the Chef de Partie and enhances the kitchen support.

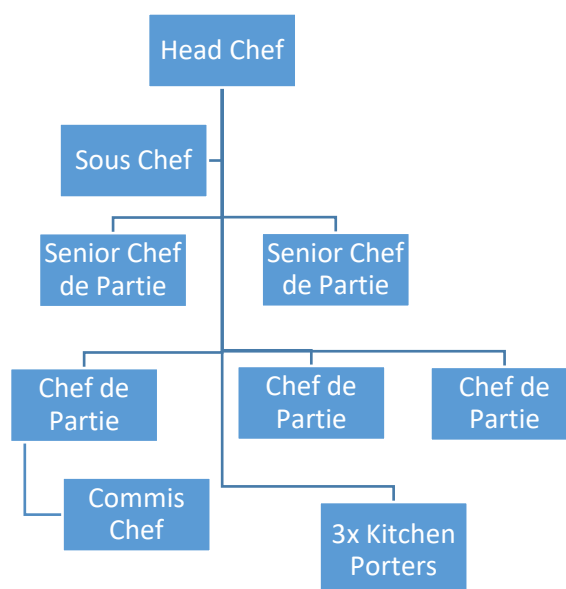
The College

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

Working as part of a busy, College kitchen team, the Commis Chef assists the Head Chef and his team with food preparation, serving food to a high standard, from servery-style to fine dining for students, Fellows, staff and guests.

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

- Prepare and cook food under the supervision and training of the senior Chefs to agreed standards, employing working practices and methods as directed
- Maintain the highest standards of cleanliness and food hygiene at all times
- Dealing with deliveries and stock rotation
- Receive training in all sections of the kitchen, rotating through sections such as sauce, vegetables, fish and butchery roughly every six months.
- Support the kitchen's compliance with Health and Safety and other legal regulations, following the guidance of the senior Chefs

- Measuring dish ingredients and portion sizes accurately
- Any other reasonable tasks as directed by the Head of Catering Services, Head Chef or the Sous Chef.

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. The ability to demonstrate possession of the skills and qualities specified below is more important than experience in a similar role. This could be an ideal role for someone who has recently qualified and is looking to begin a career.

Essential

The post-holder is required to be:

- Experience of working in a similar role
- in possession of basic food hygiene training;
- a keen interest in all areas of food production;
- well-organised and able to multi-task, with the ability to prioritise activities;
- a willingness and quick to learn new systems and processes, and attend courses to aid progression;
- able to work resourcefully, as a member of a small team – this includes being willing to take ownership of their duties, and possessing the judgement to know how and when to take initiative, and when to refer to others;
- excellent communication skills and able to build effective working relationships with other teams within the Catering Department and the wider college;
- flexible in their approach to work, with a co-operative and positive “can do” attitude and team members will be required to help each other out in order to ensure that the kitchen as a whole maintains excellent standards of service.

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 3 of the university scale (£19,202- £22,017p.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 by **noon on Friday 21 June 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).

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). 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 as a separate document, and not contained in the same string as the other application materials.

Interviews will take place on **week commencing 24th June 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).

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