# Commis Chef

## Further Particulars

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Commis Chef</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department:</td>
<td>Catering</td>
</tr>
<tr>
<td>Salary:</td>
<td>£21,197 to £23,715 pa</td>
</tr>
<tr>
<td>Contract Type:</td>
<td>Permanent</td>
</tr>
<tr>
<td>Responsible to:</td>
<td>The Head Chef (or Senior Sous Chef)</td>
</tr>
<tr>
<td>Working with:</td>
<td>Other members of the kitchen and front of house team</td>
</tr>
</tbody>
</table>

## The College

Hertford College ("the one with the bridge") is a constituent college of The University of Oxford, and a registered charity. Hertford is one of the larger Oxford colleges, with roughly 700 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 refounded 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 135 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.

Further information about the college is available at [http://www.hertford.ox.ac.uk](http://www.hertford.ox.ac.uk).
The Kitchen Team

The Commis Chef Role

The College wishes to appoint a Commis Chef to its Kitchen Team on a permanent basis, for work at its main site in central Oxford. Out of term, you may also be required to work from various annexes in South Oxford, the College simultaneously operates satellite kitchens at its annexes in addition to the main site, to cater to a diverse client base of international summer school and conference delegates.

Reporting to the Sous Chef or one of the Chefs de Partie (depending upon shift pattern), the successful applicant will support kitchen operations in the preparation of food, serving food to a high standard, from servery-style to fine dining for students, Fellows, staff and guests.

The successful applicant will be able to demonstrate experience within the catering industry, ideally in a collegiate environment. They will be capable of working both as part of a team as well as without direct supervision. Relevant professional qualifications and/or accreditations in catering, hygiene, and related areas are highly desirable but not essential as training will be provided.

The College would be willing to support the successful applicant through an apprentice qualification after successful completion of probationary period.

Main Duties of the Role

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. Receive training in all sections of the kitchen, rotating through sections such as sauce, vegetables, fish and butchery roughly every six months.
3. Measure dish ingredients and portion sizes accurately
4. Dealing with deliveries and stock rotation.
5. To participate in the development and design of seasonal menus.
6. Ensure that the appropriate methods of cooking and presentation are used to maintain high standards of service.
7. Ensure safety and security is always adhered to.
8. Ensure sufficient knowledge of produced dishes to be able to advise serving staff/diners, e.g. allergens and content. Training will be provided.
9. 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 participating in training on the proper methods of food preparation and handling including how to handle leftover food items.
7. Co-ordinate food storage ensuring proper storage and use of both cooked and raw foodstuffs in compliance with food hygiene requirements.

**Communication**
1. To participate in the shift staff briefing with all team members.
2. Be open to learning new skills and personal development.
3. Maintain effective working relationship with food and beverage management and other departments.
4. Maintain a detailed knowledge of the full menu and be able to explain dish descriptions including allergens.
5. 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 the shift supervisor so that they can be reported to Maintenance and a record made 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
We are looking to appoint someone who is enthusiastic, confident and able to provide a good service at a consistently high standard. The following qualities are essential:

- Can accurately follow instructions.
- Good communication skills in spoken English.
- Able to work unsupervised.
- Physically fit and able to lift heavy weights.
- Possess a high standard of personal hygiene and appearance.
- Approachable and friendly.
- Attention to detail and well organised
- Basic knowledge of hygiene standards.
- Basic food handling knowledge.
- Focussed on providing a consistently high standard of customer service.
- Willing to work shifts, evenings and weekends.
- Able to work under pressure.
- Willing to learn and undertake training.

Training will be provided.

Terms and Conditions

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

The salary will be £21,197 to £23,715 pa, depending on skills, qualification and professional experience. The post is eligible for membership of the OSPS pension scheme.

Weekly hours of work are 37.5 hours (excluding break times, shifts are 8 hours which includes a 30 minute unpaid break), 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).

Benefits:

Annual leave: The college offers an annual leave entitlement of 28 working days (five to be used for Christmas Closure), plus Bank Holidays, pro-rata for part-time employees. Bank holidays which fall within the full terms of the University of Oxford are normally worked, for which time off in lieu will be given. The holiday year runs from 1st October to 30th September.

Additional holiday days are awarded as longer services awards.

Employee Benefits Platform: Free access to thousands of discounts and savings via vouchers, reloadable cards, cashback and online voucher codes.

Free Meal: When on duty, a meal is provided free of charge when the kitchens are open.

Pension: The post is eligible for membership of the OSPS or USS Pension Scheme, further details can be found at https://finance.admin.ox.ac.uk/pensions


Travel Pass Loan: A discounted travel scheme is available with monthly deductions from salary.
Cycle to Work Scheme / Bike Loan: Monthly deductions from salary. On site cycle repair service at discounted rates.

Sports Facilities: Access to the University Sport club.

University Card: for discounts in shops, cafes and restaurants and University Leisure facilities.

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. You may also be required to submit to a medical assessment that is satisfactory to the College, a medical questionnaire will be provided if relevant to your employment.

Application and Appointment Procedure

Those wishing to apply for the post should email the following documents to hr@hertford.ox.ac.uk

1. CV (maximum three sides of A4)
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.

The role will be advertised until filled and interviews will take place on a rolling basis. References may be sought ahead of any offer of employment, with agreement.

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 UK Work visa for this post. EU/EEA & Swiss nationals must have Pre-Settled or Settled Status.

The position may be discussed further with the Head Chef, Carl Isham carl.isham@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