



Chef de Partie

Further Particulars

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| Job Title: | Chef de Partie |
| Department: | Catering |
| Salary: | £28,759 to £31,396 pa |
| Contract Type: | Permanent |
| Responsible to: | The Head Chef (or Senior Sous Chef) |
| Working with: | Other members of the kitchen and front of house team |

The College

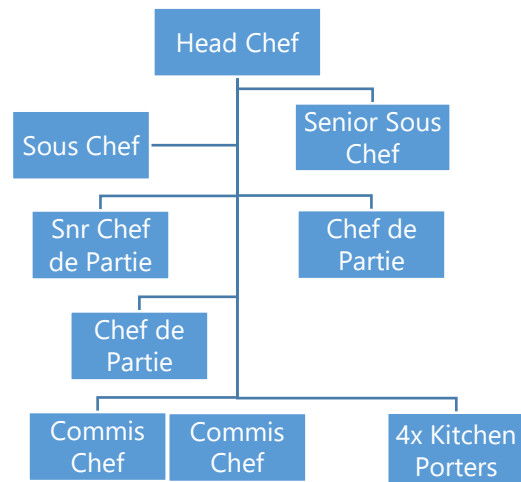
Hertford College (“the one with the bridge”) is a constituent college of The University of Oxford, and a registered charity. Hertford is one of the larger Oxford colleges, with roughly 780 students, two-thirds of whom are undergraduates. The main site lies in the heart of Oxford, occupied from the later 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>.

The Kitchen Team



The Chef de Partie Role

The 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 assist the shift supervisor 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

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, Sous Chef or Senior Chef De Partie using nominated suppliers
3. The Chef De Partie will be required to take responsibility on occasion; this may include occasionally running a kitchen.
4. To participate in the development and design of seasonal menus and purchase of 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 always adhered to.
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. Co-ordinate food storage ensuring proper storage and use of both cooked and raw foodstuffs in compliance with food hygiene requirements.
8. Organise and prepare private dinners as required.

Supervision

1. Ensure shift is properly organized, and all food is delivered in the nominated time frame for that shift.
2. Whilst on shift The Chef de Partie will supervise Commis chefs and Kitchen porters to ensure deadlines are met and the kitchen is adhering to all health and safety protocols.
3. The Chef de Partie will be required to work effectively as part of a team of Chefs and kitchen porters, as well as work well with the Head of Catering, Dining hall supervisors and Hall Staff to ensure a smooth running of the department.

Communication

1. To undertake shift staff briefing with all team members.
2. Teach junior chefs and apprentices' new skills and assist in their 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 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.

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 28,759 to £31,396 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 periods of the year when longer working hours may be necessary (for which overtime payment or 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 Pension Scheme, further details can be found at <https://finance.admin.ox.ac.uk/pensions>

Health and Welfare Support: Employee Assistance Programme. Free annual flu jab.

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