



**ST PETER'S
COLLEGE**
UNIVERSITY OF OXFORD

COMMIS CHEF

Further Particulars

St Peter's College

St Peter's College is one of thirty-nine self-governing colleges of the University of Oxford. Founded in 1929 expressly to widen access to the University, it is an open, tolerant and creative academic community and enjoys an atmosphere in which academic staff and students from many different backgrounds and countries mix easily and comfortably. The College currently comprises a Master, Professor Judith Buchanan, and 100 Fellows and Lecturers in a wide range of subjects, approximately 375 undergraduate and 270 graduate students, 25 Visiting Students, and approximately 80 members of administrative and domestic staff. St Peter's is a friendly and vibrant academic community, and provides an informal and supportive working environment. St Peter's College is a registered charity. Further information may be found at www.spc.ox.ac.uk.

The Role

The College wishes to appoint a Commis Chef to its Kitchen Team on a permanent basis. Reporting to the Head Chef, 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.

Main Responsibilities

To assist in the preparation, presentation and service of food at the required times, observing the College standards of quality and portion control.

- Preparing salad and vegetables
- Cooking of vegetables
- Preparing and cooking meat/fish for lunch and evening meals
- Preparing sweets and desserts

Other Duties

- To participate in any training to improve your standards of performance
- To work flexibly to ensure effective team work
- To ensure that appropriate clothing / uniform is worn at all times
- Other duties as required by the College
- Serving dinner from the servery area
- Ensure HASSP procedures are followed
- To assist with the receiving, checking and storing of supplies.
- By avoidance of wastage and over production, to assist in ensuring that food costs do not exceed the approved budget.
- To assist with special functions which may sometimes require work outside normal working hours.
- To report any unfit food or defects in the equipment or premises. To ensure your actions minimise risks to Health and Safety by:

Working safely and obeying College Health and Safety rules as set out in the College's Health and Safety Policy, Food Safety Policy, and Staff Handbook;

- ensure chemicals are used and stored appropriately;
- ensure all hazards are reported using the College Accident Book;
- monitor temperatures via Monika as requested by Head Chef or Second Chefs
- take part in any training sessions or meetings which may be organised
- maintain a high standard of personal hygiene and appearance, including the wearing of protective clothing provided by the College.
- keep all working areas and equipment for which you are responsible in a clean and hygienic condition, especially at the end of the day.

Person Specification

Candidates will be assessed on the basis of the criteria set out below and should ensure that their application provides evidence of how they meet the criteria. Examples of relevant experience need not be just from work; candidates may wish to give examples from study, voluntary work or skills gained in their family or social life

Knowledge and Qualifications

	Desirable/essential
<i>Knowledge and Experience</i>	
NVQ level 2 in Professional Cookery	essential
Basic Hygiene Certificate, or equivalent	essential
experience in a commercial kitchen	desirable
Experience of working both in a College kitchen and in a commercial environment	desirable
<i>Aptitudes</i>	
Ability to work as part of a team	essential
Ability to work flexibly in line with the demands of the role when required	essential
<i>Personal Qualities</i>	
Reliable – good timekeeper	essential
Trustworthy	essential
Clean and tidy appearance	essential
<i>Physical Qualities</i>	
In good health, capable of doing physical work which involves standing for long periods, bending, lifting and carrying	essential

Appointment The appointment will be subject (i) to the provision of an original document which indicates your right to work in the UK, and (ii) the completion of an initial probationary period of six months, at any time during which either you or the College can terminate your employment with one week’s notice to the other. Subject to satisfactory review and confirmation of the post the notice period will be one month on either side.

Salary The salary for this role on appointment is £22,500 per annum depending on qualifications and experience

Hours of work: Normal hours of work will be 40 hours per week working on a 3-week recurring shift pattern working 5 out of every 7 days including weekends and some Bank Holidays. You will be given an individual shift pattern when you start work.

Pensions	The post-holder will be entitled to join the Oxford Staff Pension Scheme.
Meals	A free meal is provided in College when on duty, when kitchens are open.
Annual Leave	The post holder will be entitled to 30 days holiday (pro rata) plus all Bank/Public Holidays in each leave year.

How to Apply

Applications consisting of a covering letter outlining the reasons for their interest, and the qualities they feel would make them particularly suitable for this position and a CV, including the contact details of two individuals willing to act as referees (these will only be requested in the case of a successful application) together with a Recruitment Monitoring Form, should be sent by email to the HR Manager, at the following address human.resources@spc.ox.ac.uk.

This vacancy will remain open until a suitable applicant has found.

Data Protection

All data supplied by applicants will be used only for the purposes of determining their suitability for the post, and will be held, as defined in the General Data Protection Regulation ("GDPR"), the Data Protection Act 2018 and the College Policy on Data Protection as amended from time to time.

St Peter's is an equal opportunities employer that supports and encourages underrepresented groups and values diversity.