



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

Third Chef Further Particulars

St Peter's College

St Peter's College, part of Oxford University, is a thriving and ambitious college engaged in a period of constructive and significant development. We have around 570 undergraduate and postgraduate students, 65 Fellows and Lecturers actively engaged in teaching and research, and 80 administrative and domestic staff. A friendly and tight knit community, St Peter's is one of the colleges that is most closely integrated into the city centre, within easy reach of shops, restaurants, and transport links. For further information see: www.spc.ox.ac.uk

Job Summary

The kitchen provides a Food & Beverage service to the College, and is responsible for serving academic staff (Fellows and Lecturers), students, staff, and visitors. The College also accommodates conference business, receptions, and private functions.

The Role

Supporting the Second Chef in the provision of an excellent quality of food for College members, students, staff, and conference guests, in an efficient and cost-effective manner; and to work with the Second Chef in a supervisory role to ensure smooth running of operations in the kitchen.

Main Duties

- To prepare, cook and serve a wide variety of British and continental fresh foods, working in any section of the Kitchen as required, observing the College standards of quality and portion control.
- To lead the team while on shift, delegating as appropriate to ensure provision of high standards of food production
- To assist when required, with the planning of menus and staff rotas
- To assist with the training and development of subordinate staff.
- Share in the cleaning and good housekeeping practice in the kitchen, and maintain high standards of cleanliness in all areas paying due regard to all Food Hygiene legislation
- Maintain health and safety standards of the kitchen, paying due regard to the College Health and Safety Policy in all areas of responsibility
- Have regard for the security of the College, reporting any suspicious activity or occurrence

The above is not an exhaustive list of duties and you will be expected to perform different tasks as necessitated by your changing role within the college and the overall business objectives of the organisation.

Person Specification

Essential: -

- Minimum of NVQ Level 3 or equivalent catering qualifications, including ability to design appropriate menus
- Ability to lead a team and work without direct supervision
- Up to date Food Hygiene Level 2 Certificate or higher.
- A competent knowledge of British & world foods.
- Experience in a similar role & environment showing good progression of skills.
- Adequate knowledge of English to ensure an understanding of instructions and the ability to communicate effectively with staff and customers.
- Accuracy and speed in executing tasks in a cheerful manner even when under pressure.
- Able to work effectively as part of a team and proactively help other team members.
- Able to lift items up to 25kg.
- Able to cope with a busy and demanding environment.
- Flexibility to work a varied shift pattern.

Desirable: -

- Some prior experience of working in a College environment.

Terms and Conditions

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 two months on either side.
Salary	The salary for this role on appointment is £28,215 per annum
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 six weeks paid leave plus 8 days Bank 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 been 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.