



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

FURTHER PARTICULARS FOR THE ROLE OF COMMIS CHEF

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

St Peters Catering Department

Our ethos is fresh, homemade, nutritious, sustainably sourced and thoughtfully produced food. Keeping the offer up to date and ever evolving and forward thinking. Always tapping into the most exciting culinary trends dominating our high streets for college students.

Due to an promotion within the current brigade, this is an exciting opportunity to learn and develop your skills and be part of a great team.

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.

Working as part of a busy team, the Commis Chef will be required to assist the kitchen brigade with food preparation, producing food to a high standard from servery-style food for students and staff to fine dining for senior members of college and private dinners. To maintain the cleanliness of the Kitchen and all store areas in line with College guidelines. The person appointed to this role must have a willingness to learn, be a team player and have a positive can-do attitude.

Main Duties

- To assist in the preparation, presentation and service of food at the required times, observing the College standards of quality and portion control.
- 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 take part in any training sessions or meetings which may be organised

- To ensure that College and statutory regulations in relation to health, safety and hygiene are complied with in all tasks undertaken.
- To maintain a high standard of personal hygiene and appearance, including the wearing of protective clothing provided by the College.
- To keep all working areas and equipment for which you are responsible in a clean and hygienic condition, especially at the end of the day

Experience Required

Essential: -

- Up to date Food Hygiene Level 2 Certificate.
- A competent knowledge of British & world foods.
- Experience in a similar role & environment showing good progression of skills.
- Spoken & written English and able to follow written instructions.
- 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: -

A recognized Professional cooking qualification i.e.

- NVQ/SVQ Level 2 or equivalent, experience will be taken into consideration
- City & Guilds diplomas in professional cookery
- Any completed health, safety, and food hygiene courses

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 one month on either side.
Salary	circa £23,000 - £25,000.00 DOE
Hours of work:	Normal hours of work will be 40 hours per week working straight shifts and weekend on weekend off.
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.

Annual Leave

The post holder will be entitled to six weeks paid leave plus 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.