

## **SECOND CHEF/SOUS CHEF**

### **Further Particulars**

#### **St Peter's College**

St Peter's College is one of thirty-nine self-governing Colleges in the University of Oxford. Founded in 1929 expressly to widen access to Oxford University, it is an open, tolerant, and creative academic community with harmonious relations between its senior and junior members and 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 50 Fellows and 50 College Lecturers in a wide range of subjects, approximately 375 undergraduate and 270 graduate students, 25 Visiting Students, and approximately c.95 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](http://www.spc.ox.ac.uk).

#### **Job Summary**

The post-holder will work closely with the Head Chef and be a key member of a small, close-knit team. This is a post for the right person to join the College's Catering Team. You will be assisting the Head Chef in the day-to-day running of the kitchen, helping to achieve outstanding customer service, overseeing quality, assisting with menu creation and achieving excellent standards of health and safety and food safety. The successful candidate will need to demonstrate excellent craft skills, have a proven track record of setting and achieving objectives, be flexible in approach, be able to work from their own initiative, and have a very professional approach to work. Good communication and IT skills, being proactive, delivering great food, setting priorities and achieving tasks are essential.

#### **Main Duties and Responsibilities**

##### **Coordination of service and food preparation**

- Liaise with the Head Chef daily to ensure the smooth running of the kitchen.
- To deputise for the Head Chef as and when necessary.
- Ensure all food production is carried out to college standards and ensure complete customer satisfaction. All food production and service is to be agreed with the Head Chef.
- Ensure accurate records are kept at all times relating to the food production and wastage, for all service periods. Ensure that all foods are labelled, stored and handled in accordance with the College and Health and Safety requirements.
- Organise the food service area to ensure that the correct portions are served at all times.

- Make sure the wastage is kept to a minimum at all times.
- Menus must be followed to ensure all financial targets are achieved.
- Ensure that all costed menus are fully followed to ensure College financial targets are met.
- To be in attendance for college feasts.
- Be able to conduct “live” cooking events as required by the College.

### **Management**

- Lead by example and be a valued team member, creating and maintaining a good professional team spirit.
- Supervise duties, giving technical advice and guidance when necessary.
- Instruct and support all chefs, kitchen porters, and trainees in food preparation and kitchen management.
- Assist in administration duties including costings, ordering and menu writing.
- Attend all staff meetings and undertake training when required.
- Recognise that all members and customers are individuals and must be treated with respect.

### **Client Relations**

- Be visible, particularly at service times.
- Consistently present a positive and professional attitude at all times so that the department objectives are met.
- Deal with all queries or client comments promptly and efficiently.

### **Hygiene, Health and Safety**

- Complies with current legislation and ensures all Food Safety and HACCP policies and procedures are followed, including overseeing the maintenance of temperature records using HACCP principles. Takes full accountability for Food Safety procedures
- Ensure the implementation of cleaning rotas/schedules is carried out, and spot checks are completed on each area.
- Demonstrate a consistently high standard of personal cleanliness and appearance.
- Ensure that all faults are reported as necessary to the Head Chef.
- Wear the correct uniform and safety shoes, and follow personal hygiene rules.

*The above is not an exhaustive list, and the postholder may be expected to undertake other related duties as required by the Head Chef. The list of duties may be revised at the end of the probationary period.*

### **Person Specification**

- A good standard of general education
- A high standard of spoken and written English sufficient to safely perform the role (e.g. following safety procedures, allergen communication, and team coordination). Good level of numeracy.

- Recognised professional qualification such as a degree in culinary arts or equivalent, City & Guilds diplomas in professional cookery, BTEC HND in professional cookery
- CIEH/Basic Food Hygiene Certificate
- CIEH/Intermediate Food Hygiene Certificate
- CIEH Basic Health and Safety Certificate or equivalent
- Good knowledge of current food trends
- Good knowledge of current legislation relating to food hygiene, H&S, HACCP, allergen control plan, and undertaking all due diligence to assure food safety, ensuring a safe working environment for staff and for College Members.
- Experience of preparing food in a similar higher education (HE) institution, or College, school or educational environment
- Ability to engender a learning culture throughout the kitchen department, support customer service initiatives, and promote this culture in other departments
- Ability to lead effectively and demonstrate adaptability to take on new tasks and procedures, and measure their effectiveness
- Excellent communication skills and the ability to converse with people of varying levels of seniority and expertise
- Ability to foster good working relationships, assisting the Head Chef in supporting the catering team in the performance in their roles
- Adaptable and able to prioritise and undertake tasks in a logical and methodical manner; ability to manage a variable and physical workload and to work, where necessary, long hours under pressure

### **Terms and Conditions**

The appointment will be conditional on verification of the candidate's availability for employment in the UK. There will be an initial probationary period of six months. During the initial probationary period, notice will be one month on either side. Subject to satisfactory review and confirmation of the post, the notice period will be two months on either side.

**Salary:** The salary is in the range of £35,000 – £38,000 per annum (depending on experience). Salaries are reviewed annually in August, provided the post-holder has been in post for at least three months before the incremental date.

**Pensions:** The post-holder will be automatically enrolled in the Oxford Staff Pension Scheme (OSPS) unless they notify the College otherwise.

**Meals:** A free meal is provided at the college when on duty and the kitchens are open.

**Healthcare:** All staff are eligible to subscribe to the Oxford Colleges' Healthcare Scheme at their own expense.

**Hours:** This is a permanent full-time role, and the required hours of work will be 40 hours per week spread over an alternating shift pattern, days and evenings, including

weekends. Bank holidays are worked if they fall within your rota, for which a day off in lieu will be given.

Holidays: The appointee will be entitled to 30 days paid holiday per holiday year fte plus bank holidays each year. Holidays to be taken at times agreed with their line manager, thereby ensuring the continued smooth running of the department.

### **How to Apply**

Applications should comprise a detailed CV together with a covering letter (no more than two pages). This should explain your interest in the role and particularly highlight the relevant strengths that you would be able to bring. Candidates are also requested to give details of the names and contact details of two referees. It would be helpful if candidates could indicate the capacity in which their referees have gained knowledge of their work. References will only be taken up following a conditional offer of employment.

Applications should be sent to [human.resources@spc.ox.ac.uk](mailto:human.resources@spc.ox.ac.uk)

Though not mandatory, we also ask you to complete and return a College recruitment monitoring form.

Since we will correspond with you by email and phone, please ensure that you provide us with an email address and phone numbers that you are happy for us to use for this purpose. Please provide a mobile phone contact if possible.

**Closing Date: Applications will close on Thursday, 18 Jun 2026, at noon (UK time). Late applications will not be considered.**

**Interview Process:** Interviews for those candidates short-listed are expected to take place the week commencing Monday, 22 June 2026.

Interested candidates wishing to discuss the post informally should contact the Domestic Bursar, Kevin Melbourne. [kevin.melbourne@spc.ox.ac.uk](mailto:kevin.melbourne@spc.ox.ac.uk) or the Head Chef, Anthony Baughan [anthony.baughan@spc.ox.ac.uk](mailto:anthony.baughan@spc.ox.ac.uk).

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.

Equality of Opportunity The Equal Opportunities policy of the College requires that all staff are offered equal opportunities within employment. Entry into employment will be determined only by personal merit and the application of criteria related to the post. Subject to statutory provisions, no applicant will be treated less favourably than another because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.