SENIOR THIRD CHEF (SENIOR CHEF DE PARTIE)
St Peter's College

St Peter's College is one of thirty-nine self-governing Colleges in the University of Oxford. Founded in 1929 to widen access to Oxford University, it is an open, tolerant, and creative academic community with harmonious relations between senior and junior members, and an atmosphere where academic staff and students from many different backgrounds and countries mix easily and comfortably. The College currently comprises an Acting Master (2026-2027), Dr Huw Dorkins, 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, vibrant academic community that provides an informal, supportive working environment. St Peter's College is a registered charity. Further information may be found at www.spc.ox.ac.uk

Job Summary

The Senior Third Chef is the senior operational Chef de Partie responsible for supporting the Head Chef and Second Chef in the day-to-day running of the kitchen, and running brigade in their absence. 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

- Support the Head Chef and Second Chef in delivering a consistent, high-quality food service across all catering operations.
- Prepare, cook and present food to a high standard, maintaining quality, portion control and presentation requirements.
- Competently run and oversee all sections of the kitchen and provide leadership during service periods.
- Ensure all food meets required standards for quality, presentation, temperature and dietary requirements.
- Assist in the planning and delivery of formal dinners, conferences, banquets, hospitality events and special functions.
- Supervise and support junior kitchen staff, providing coaching, guidance and day-to-day leadership.
- Support the induction, training and development of apprentices, commis chefs and kitchen assistants.

- Deputise for the Head Chef or Second Chef when required.
- Take responsibility for designated sections of the kitchen, ensuring consistency of production, quality and staffing within those areas.
- Assist with menu planning, recipe development, menu costing and seasonal dish creation.
- Ensure compliance with allergen legislation and maintain accurate allergen information.
- Place orders and check deliveries in the absence of the Head Chef or Second Chef.
- Support stock control, stock rotation, inventory management and waste reduction initiatives.
- Maintain all food safety, temperature monitoring and statutory records.
- Ensure compliance with Health and Safety, Food Safety, COSHH and Fire Safety regulations.
- Maintain high standards of cleanliness and housekeeping throughout all kitchen areas.
- Promote safe working practices and report hazards, accidents and near misses promptly.
- Work independently and use initiative to resolve operational issues.
- Lead by example through professionalism, reliability and positive teamwork.
- Foster a respectful, inclusive and supportive working environment.
- Demonstrate a commitment to continuous professional development and culinary excellence.
- Undertake other reasonable duties consistent with the grade of the post.

The above is not an exhaustive list, and the postholder may be expected to undertake other related duties as required by the Head Chef and Second 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 qualifications 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 of their roles
- Adaptable and able to prioritise and undertake tasks logically and methodically; 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 £34,102 per annum. 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
Although not mandatory, we also ask that you 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 30th November (UK time). Late applications will not be considered.

Interview Process: Interviews for those candidates short-listed are expected to take place on 7th December, Interviews for candidates selected for a second interview will take place the week commencing 14th December

Interested candidates wishing to discuss the post informally should contact the Head Chef, Anthony Baughan 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 College's Equal Opportunities policy requires that all staff be offered equal opportunities in 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.