**3rd CHEF OR EXPERIENCED 4th CHEF**

**FURTHER PARTICULARS**

**St Peter’s College**

St Peter’s is a dynamic and informal college that was founded in 1929 and received full collegiate status in 1961. With over 6000 alumni, 550 current students and 50 Fellows it has built a reputation for outstanding teaching and research – in a friendly atmosphere. The College occupies a great location in the heart of the city centre and is determined under the current Master, Mark Damazer CBE, former Controller of BBC Radio 4, to provide the best possible facilities, academics and support for students.

**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.

**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.
- To ensure that food prepared is of high quality and served on time.
- Put forward ideas for new dishes and menus.
- 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.
Experience Required

Essential:-

- 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.
- 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 2/3 or equivalent, experience will be taken into consideration
- The 14-19 Hospitality & Catering diploma
- City & Guilds diplomas in professional cookery
- BTEC HND in professional cookery
- A foundation degree in culinary arts

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 £19,000.00 - £21,000.00 DOE, plus overtime and performance bonus that is also applicable to this role. Currently double time is paid if working on a rest day and Sundays during term.

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:
Please download and complete the College Application form together with a recruitment monitoring form and submit online, to the HR Manager Graham Stowell at the following address human.resources@spc.ox.ac.uk

If candidates prefer to send their application by mail, it should be addressed to:

Graham Stowell
HR Manager
St Peter’s College
New Inn Hall Street
Oxford
OX1 2DL.

Applicants should ensure that they outline the reasons for their interest in this position in the personal statement and the qualities they feel would make them particularly suitable for this position. Applications will be judged solely based on how the applicant demonstrates that they meet the selection criteria outlined above.

Referees:

The application form will ask for the name of two referees, one of which should be your current or most recent employer. Your referees will not be contacted unless you are offered the position.

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.