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 65 Fellows it has built a reputation for its friendliness and for encouraging a truly rounded education. The College occupies a great location in the heart of the city centre and has a renewed determination under the current Master, Mark Damazer CBE, former Controller at BBC Radio 4, to provide the best possible facilities, academics and support for students.

The Dining Hall can seat 130 guests in the traditional College style seating. The College kitchen is a compact and fairly modern, clean and efficient, with an EHO 5 star hygiene rating.

The kitchen is open for breakfast, lunch and dinner 7 days a week for approximately 48 weeks per year. The kitchen team consists of 7 Chefs & 5 Porters.

**Main Purpose of the Role**

The kitchen prepares a wide range of food to a high standard for students, staff and guests of the College. The varied daily menus are cooked using quality, fresh ingredients.

The 4th Chef should be comfortable working with different menus and in the various sections of 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.

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.
- Able to take instruction from Sous Chefs and Third Chefs
- 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 and safety and food hygiene courses

Application details:

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.

Hours of work: 40 hours per week

Salary: Hourly rate of £9.10 (£18,928.00 pa), plus overtime and conference bonus that is also applicable to this role. Currently double time is paid if working on a rest day and Sundays during term.

Pension: Contributory Pension Scheme.

Other Benefits: The College offers optional membership to the Health Care Scheme, Childcare Voucher Scheme and Travel Loan Scheme.

Meals: Free meals are provided in College when on duty, when kitchens are open.

Annual Leave: The post holder will be entitled to 30 days paid leave plus 8 days Bank Holidays in each leave year.
Notice: During the initial 6 months’ probationary period, notice will be one week on either side. Subject to satisfactory review and confirmation of the post the notice period will be one month on either side.

How to Apply: -

Please download and complete the College Application form and send to: -

Human Resources Manager
St Peter’s College
New Inn Hall Street
Oxford
OX1 2DL

Email: - human.resources@spc.ox.ac.uk

Applicants should ensure that they outline the reasons for their interest in this position by completing the personal statement as fully as possible. Applications will be judged solely based on how the applicant demonstrates that they meet the selection criteria outlined above.

The position may be discussed further with the Catering Services Manager –

Email: colin.purvis@spc.ox.ac.uk

The closing date for applications will be 12.00 noon on Friday 14 July 2017.

It is expected that interviews will be held shortly thereafter.

Recruitment Monitoring:

This post is subject to recruitment monitoring to ensure that the selection process is consistent with the law and with the College and University’s Equal Opportunity Policy and Code of Practice.

Applicants are asked to complete a recruitment monitoring form and return it to the Human Resources Manager, St Peter’s College, New Inn Hall Street, Oxford OX1 2DL.

Email: - human.resources@spc.ox.ac.uk