



### Job Description ~ Chef de Partie

New College is one of the older and larger of the thirty-nine colleges of Oxford University. It was founded in 1379 by William of Wykeham, Bishop of Winchester, as *St Mary's College of Winchester in Oxford*, but quickly became known as New College. It occupies a large, central site between the High Street and Holywell Street. Its main quadrangle and cloister date from the time of the foundation, and further buildings have been added on the main site in the 18<sup>th</sup>, 19<sup>th</sup> and 20<sup>th</sup> centuries. The College is noted for its beautiful gardens incorporating part of the medieval city wall. Additional College buildings are located nearby in Mansfield Road and on the sports ground in St Cross Road.

The College is an independent, self-governing establishment which is both an academic institution and a social and residential centre for its members. The College has some 420 undergraduate and 350 graduate students, studying most of the subjects taught at Oxford. Out of term-time, the College becomes a conference centre supplying meeting/function rooms, accommodation and catering services to the delegates.

The Warden is the head of the College and is elected by the Governing Body which comprises 59 Fellows, plus the Warden.

The Chef de Partie will be working as part of a team to ensure the provision of high-quality meals to fellows, students, staff, guests and commercial customers. The working hours are 40 hours per week working five days out of seven, some evening work and regular alternate weekends off. A rota system is in place including largely straight shifts although some split shifts may occasionally be required.

The Chef de Partie will report on a day-to-day basis to the Head Chef and will be expected to undertake any reasonable tasks at the request of the Head Chef, Senior Sous Chef and Sous Chefs, Catering Manager and the Home Bursar.

#### Duties

1. Prepare, cook and present food to a consistently high standard and in a timely manner whilst maintaining the economical and efficient use of ingredients.
2. Ensure the required standard of personal health and hygiene, food hygiene, and health and safety are always met.
3. Work flexibly across all sections of the kitchen as required.
4. Work effectively as part of a team of chefs and kitchen porters, as well as working well with the Catering Manager, dining hall supervisors, butlers and general assistants to ensure the smooth running of the catering department.
5. Assist in ensuring all equipment is in safe working order and report any defects to the Head Chef, Catering Manager or, in their absence, the Team Leaders on duty.
6. Assist in keeping all sections tidy, and ensuring all food is in date and stored correctly.
7. Check in deliveries and store correctly

8. Ensure records are kept up to date in accordance with current food hygiene regulations and food allergen policy.
9. Undertake any necessary training

The above list is not an exhaustive list of duties and you will be expected to perform different tasks as necessitated by your changing role within the organisation and the overall business objectives of the college.

Essential criteria required for applicants:

- Level 2 Food Safety or equivalent
- Level 3 Professional Cookery or equivalent qualification/ experience
- Experience in a busy kitchen including large scale catering
- General experience in all sections of a kitchen
- Professional approach with a high attention to detail
- Ability to work effectively under pressure
- Ability to produce a wide variety of dishes, including vegetarian, vegan and other restricted diet meal types
- Good knowledge of handling food allergies
- Ability to keep all necessary records in accordance with the food hygiene regulations
- Familiarity with health and safety practices including COSHH and HACCP
- Able to check in stock, store and rotate it appropriately
- Reliability – good timekeeper
- Trustworthy
- Clean and tidy appearance
- In good health and able to carry out work that involves standing for long periods of time, lifting and carrying
- Able to communicate with staff across all levels of the organisation
- Able to work effectively as part of a team and individually