



NEW COLLEGE
UNIVERSITY OF OXFORD

Job Description

Chef de Partie

Permanent, Full Time.

Overall Objective:

Working as part of a team to ensure the provision of high-quality meals to fellows, students, staff, guests and commercial customers. The Chef de Partie will report on a day-to-day basis to the Executive/Head Chef and will be expected to undertake any reasonable tasks at the request of the Senior Chefs, Catering Manager and the Home Bursar.

Duties:

- Preparing, cooking and presenting food to a consistently high standard and in a timely manner whilst maintaining the economical and efficient use of ingredients
- Ensuring the required standard of personal health and hygiene, food hygiene, and health and safety are always met
- Working flexibly across all sections of the kitchen as required
- Strictly adhering to kitchen's policy regarding the management of dietary requirements
- Working effectively within the kitchen team, 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.
- Assisting in ensuring all equipment is in safe working order and reporting any defects to the Senior Chef on duty
- Assisting in keeping all sections tidy and ensuring all food is in date and stored correctly.
- Checking in deliveries and store correctly
- Ensuring records are kept up to date in accordance with current food hygiene regulations and food allergen policy.
- Undertaking any necessary training

The above list is not an exhaustive list of duties, and you will be expected to perform additional tasks as necessitated by the needs of the College.

Essential skills, experience and qualifications:

- 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
- 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
- Ability to check in stock, store and rotate it appropriately
- Ability to carry out work that involves standing for long periods of time, lifting and carrying

Person specification:

- Reliable and punctual with a strong sense of responsibility
- Able to communicate effectively with all levels of staff across the organization
- Trustworthy and professional in conduct
- Clean and tidy appearance – Uniform provided
- Team player who also works effectively using own initiative
- Keen eye for attention to detail
- Able to work effectively under pressure

Hours of work: 40 hours per week, working five days out of seven, some evening work and regular alternate weekends off. The rota consists of mainly straight shifts, although some split shifts may be occasionally required.