

**JOB DESCRIPTION – CHEF DE PARTIE**

*Candidates are expected to spend time looking at the College website* [*www.stclares.ac.uk*](http://www.stclares.ac.uk) *which provides information about St Clare’s and the courses we offer.*

|  |  |
| --- | --- |
| **JOB SPECIFICATION** | |
| Title of Post | Chef de Partie (weekends) |
| Purpose of Role | To ensure our counter service operation is of the highest standards.  Working as part of a team to ensure the provision of the highest quality food for students in particular, staff and internal hospitality events whilst working to a cost effective level.  The successful candidate will have an opportunity to suggest ideas and improvements in this department under the guidance of the Chef Manager (Banbury Road) and the Catering Manager.  Occasionally, the successful candidate may be temporarily relocated at the International College (Bardwell) kitchen. |
| Department | The Catering department consists of three separate units that include a student café, a dining hall at the International College and a dining hall at the Banbury Road site |
| Reporting Structure | The Chef de Partie (Banbury Road) will report to the Chef Manager, and Sous Chef in the absence of the Chef Manager. |
| Key Responsibilities | * Prepare, cook and present food to the highest standard. * Ensure the required standard of food hygiene and health and safety is met at all times and work strictly to the allergy awareness procedures. * Assist with the preparation of menus for College lunches and dinners as well as setting up the Salad Bar production with other staff. * Liaise with, and work harmoniously with the whole catering team to include the Food Service team. * Work as part of a team to provide a good working environment promoting a positive attitude and pride in work produced. * Behave in an appropriate manner to all members of the College. * Supervise, train and delegate work to other members of the kitchen team, as appropriate in conjunction with the Chef Manager and allocate duties to staff that may be asked to work in the pastry section and supervise them in preparation and cooking of dishes, giving technical advice and guidance when necessary. * Adhere to time schedules in preparation and cooking of foods. * Adhere to strict portion and waste controls. * Comply with the Food Safety Act and general Food Hygiene regulations. * Comply with Health & Safety Regulations, including COSHH, the correct use of PPE (Personal Protective Equipment) at all time, and fire precautions. * Participate in any training to improve your standards of performance. * Accept a flexible attitude towards work and to understand that the requirements of the post may vary and develop depending on changing circumstances within the College. * Whilst this position is strongly based at the Banbury Road site, cooperation and assistance with the Sugar House café and in particular the Bardwell Road site is essential. * Any other reasonable requests from Chef Manager, Sous Chef, or Senior Management. |
| **TERMS AND CONDITIONS** | |
| Terms of Employment | Part-time, permanent contract. |
| Place of Work | 139 Banbury Road, Oxford, OX2 7AL. |
| Hours of Work | 13 hours per week. Normal hours of work are between the hours of 07.00 am to 14.00 hrs, Saturday and Sunday. (Some flexibility may be considered) |
| Probationary Period | 6 months |
| Notice Period | 1 month |
| Salary / Pay | Salary will be up to £7,203.92 per annum (£20,780.54 FTE). This is Grade 5, point 4 on the catering salary scale at St Clare’s  Overtime maybe required from time to time by prior agreement with the line manager and will normally be returned with TOIL. |
| Holidays | 17 days annual holiday entitlement, plus normal public holidays and the period over Christmas when the College is closed. |
| Pension | A contributory pension is offered through the College’s group personal pension scheme or an existing personal pension scheme. In all cases the employer pays double the contribution of the employee, up to a maximum of 10% of gross salary. Employee contributions above 5% may be made but do not attract employer contribution. |
| Life Assurance | Death in service benefit is four times annual salary |
| Meal | A free meal is provided in the College dining room or The Sugar House café on working days and when students are in residence. |
| **PERSON SPECIFICATION**  *The successful candidate will have demonstrated the following essential (E) or desirable (D) skills and experience:* | |
| Education and qualifications | * NVQ Level 2 and 3 **(E)** * Level 3 Food Hygiene **(D)** |
| Knowledge, skills and experience | * Direct experience of working in a busy Kitchen and in particular one that serves counter service food and banqueting **(E)** * Understand the best practice with regards allergen awareness **(D)** |
| Personal skills and attributes | * An efficient and confident personality **(E)** * The ability to communicate clearly and effectively with a ride range of people **(E)** * Sound judgment of how formal or informal an event should be and a willingness to engage directly with customers **(D)** * A good understanding and enjoyment of modern food trends **(E)** * Able and willing to be adaptable on a working day to suit the needs of the operation **(E)** * Open to suggestions and ways of improvement **(E)** |

|  |  |
| --- | --- |
| **References and Pre-employment Checks**  *St Clare’s is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All offers of employment and contracts are issued subject to satisfactory references and outcomes on all necessary pre-employment checks including DBS records and establishing the right to work in the UK. Some or all of these checks may have been undertaken before an offer is made.*  *Under the National Minimum Standards for Boarding Schools, we are required to follow the guidance in Keeping Children Safe in Education and undertake additional checks on employees.* | |
| References | Full written references and phone references on quoted references may be obtained before or after interview. One referee must be your current or most recent employer. References must also include the last place of employment where you worked with children or vulnerable adults. References from friends or relatives will not be accepted. Please ensure referees know they will be contacted and will respond promptly. |
| Identity, right to work and qualifications | Original documents confirming proof of identity, right to work in the UK and relevant qualifications will be required. |
| Police checks / DBS | Police checks / Disclosure and Barring Service checks will also be undertaken for which employees / prospective employees are required to provide information and consent. **Candidates who have lived and worked abroad in the last five years will be required to seek good conduct references, or the equivalent, from the countries in which they worked, as a *pre-requisite* of employment.** |
| Health questionnaire | Satisfactory completion of a health questionnaire. |
| Prohibition order checks | Prohibition order checks will be carried out for all teaching positions. |

|  |  |
| --- | --- |
| **HOW TO APPLY** | |
| Applications | Applications must be made using the College’s standard application form which can be found on the College website at [www.stclares.ac.uk/recruitment](http://stclares.ac.uk/recruitment).  CVs will only be accepted if accompanied by a St Clare’s application form. |
| Email | Applications should be submitted by email to [recruitment@stclares.ac.uk](mailto:recruitment@stclares.ac.uk) |
| Post | Alternatively, send to:  Recruitment, HR Department, St Clare’s, Oxford, 139 Banbury Road, Oxford, OX2 7AL |
| Contact us | Email: [recruitment@stclares.ac.uk](mailto:recruitment@stclares.ac.uk)  Tel: 01865 552031 |
| Deadline for applications | This role will close once a suitable applicant is appointed |