



JOB DESCRIPTION – CHEF DE PARTIE

Candidates are expected to spend time looking at the College website www.stclares.ac.uk which provides information about St Clare's and the courses we offer.

JOB SPECIFICATION	
Title of Post	Chef de Partie
Purpose of Role	<p>To ensure our counter service operation is of the highest standards.</p> <p>Work 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.</p> <p>The successful candidate will have an opportunity to suggest ideas and improvements in this department under the guidance of the Executive Head Chef.</p>
Department	<p>The College provides catering from two locations: The Dining Hall and Kitchen at the Banbury Road site and the Globe Café.</p> <p>At Banbury Road, students are provided with breakfast between 8.00 and 8:50 am.; lunch between 12:00 noon and 1:45 pm.; dinner between 6:15 and 7:30 pm., seven days a week. The Globe Café provides light snacks, confectionery and hot and cold beverages throughout the day from 10:00 am. to 10:00 pm. (later in the summer).</p> <p>In addition to the set meals, there are special events, together with internal hospitality that require a varying level of catering.</p>
Reporting Structure	The Chef de Partie will report to the Executive Head Chef and in their absence the Sous Chef.
Key Responsibilities	<ul style="list-style-type: none"> • 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 Executive Head Chef 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.

	<ul style="list-style-type: none"> • 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. • Any other reasonable requests from Executive Head Chef or Sous Chef or Senior Management. <p>While every effort has been made to describe the main duties and responsibilities of the post, each individual task necessary for the successful performance of the role may not be specifically identified. You may therefore be required to undertake other tasks and duties that are commensurate with the grade and nature of the role and/or in the reasonable discretion of the College.</p>
TERMS AND CONDITIONS	
Terms of Employment	Permanent, Full-time
Place of Work	139 Banbury Road, Oxford, OX2 7AL.
Hours of Work	<p>37.5 hours per week. Normal hours of work are between the hours of 07.00 to 20.00.</p> <p>Shifts to include days, evening and weekends, weekend work likely to be every other Saturday late shift with Sundays off but flexibility is essential, in particular during the end of term when hours work pattern may temporarily change to suit the needs of the business.</p>
Probationary Period	6 months
Notice Period	1 month
Salary / Pay	<p>Salary range up to £27,300 per annum dependent on skills and experience. Salaries are reviewed annually with changes taking effect from 1 September.</p> <p>Overtime maybe required from time to time by prior agreement with the Head Chef and will normally be returned with TOIL.</p>
Holidays	22 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 on working days and when students are in residence.

PERSON SPECIFICATION <i>The successful candidate will have demonstrated the following essential (E) or desirable (D) skills and experience:</i>	
Education and qualifications	<ul style="list-style-type: none"> NVQ Level 2 and 3 (E) Level 3 Food Hygiene (D)
Knowledge, skills and experience	<ul style="list-style-type: none"> Direct experience of working in a busy kitchen and in particular one that serves counter service food and banqueting (E) Understand best practice with regards allergen awareness (D)
Personal skills and attributes	<ul style="list-style-type: none"> An efficient and confident personality (E) The ability to communicate clearly and effectively with a wide 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 <i>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.</i> <i>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.</i>	
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, including a check of any EEA sanctions or restrictions, and for senior management positions as appropriate.

HOW TO APPLY	
Applications	<p>Applications must be made using the College's standard application form which can be found on the College website at https://www.stclares.ac.uk/contact-us/recruitment-and-careers/</p> <p>CVs will only be accepted if accompanied by a St Clare's application form.</p>
Email	Applications should be submitted by email to recruitment@stclares.ac.uk
Post	<p>Alternatively, send to:</p> <p>Recruitment, HR Department, St Clare's, Oxford, 139 Banbury Road, Oxford, OX2 7AL</p>
Contact us	<p>Email: recruitment@stclares.ac.uk</p> <p>Tel: 01865 552031</p>
Deadline for applications	9am on Monday 7 November 2022