



CHRIST CHURCH

FURTHER PARTICULARS

Job title	Chef de Partie
Location	Christ Church
Department	Kitchen
Salary	University Scale Grade 4 (currently £27,838 to £33,137 per annum depending on experience)
Hours	40 hours per week – variable as per the roster
Contract type	Permanent
Responsible to	Executive Head Chef
Application deadline	6 th July 2025 (early submission is advised as we will consider applications as soon as they are received)
Vacancy reference	CDP001
Additional information	<p>This is a full-time position that cannot be held concurrently with any other substantive post without the explicit permission of the Steward.</p> <p>This post is subject to a six-month probationary period</p>

Christ Church

Christ Church is one of the largest of the Oxford colleges and has evolved over five centuries. Its junior members, both undergraduate (over 400) and graduate students (over 200), cover almost all the major academic disciplines in the Sciences, Humanities and Social Sciences, as do its senior academic staff (around 60). It aims at academic excellence and individual fulfilment in a friendly, tolerant and mutually supportive environment. The head of Christ Church is the Dean, while the College's academic functions are overseen by the Senior Censor. More general information about the College may be obtained at www.chch.ox.ac.uk.

Christ Church provides all our staff with a welcoming and inclusive workplace that enables everyone to develop and to do their best work. Join us and you will find a friendly, vibrant, democratic, and international community, with a great range of staff benefits.

Department information

Christ Church's kitchen produces a variety of excellent quality meals and styles using fresh, sustainable ingredients, from fine dining high tables, banquets, buffets and conferences to wholesome student meals.

Role of Chef de Partie

The Chef de Partie plays a vital role in the kitchen team at Christ Church. The postholder will have experience within a similar environment and have knowledge of all sections of the kitchen to prepare and provide excellent quality dishes using their own initiative.

Main Duties and Responsibilities

- To work as part of the kitchen team under the direction of the Executive Head Chef, Head Chef and other Senior Chefs to produce the highest standards of food for routine daily catering and for special events according to menus
- To lead a section in the preparation of meals in part or in full
- Responsible for the final presentation, taste and appearance of food
- To confidently prepare dishes allowing for dietary requirements
- Carry out on the job training of trainees and monitoring their progress
- To liaise and work harmoniously with the Hall and SCR staff
- To maintain the highest standards of personal hygiene, cleanliness and presentation wearing appropriate uniform at all times
- To comply with the Food Safety Act and General Food Hygiene Regulations
- To comply with Health and Safety Regulations including COSHH
- To undertake any necessary training required for the role
- To ensure the security of stores, kitchen premises and equipment
- To behave in an appropriate manner to all members of College, visitors and staff
- To undertake any other tasks commensurate with the role

Person Specification

Essential

- 3 years' minimum experience working as a Chef in a restaurant and/or College environment
- Ability to remain calm under pressure
- Good communication skills and time management
- A strong work ethic and ability to work flexibly
- Level 2 Certificate in Food Safety
- Allergen Awareness Training

Desirable

- Prior experience of working in a College environment or similar setting

Pre-employment screening

Standard checks: If you are offered the post, the offer will be subject to standard pre-employment checks. You will be asked to provide: proof of your right to work in the UK; proof of your identity; and (if we haven't done so already) we will contact the referees you have nominated. You will also be asked to complete a health declaration so that you can tell us about any health conditions or disabilities for which you may need us to make appropriate adjustments.

Terms and conditions

- Salary: will be on the University Scale Grade 4 (currently £27,838 to £33,137 per annum depending on experience).
- Working hours: 40 hours per week (excluding 30 minutes for lunch). The normal hours are variable each week, including weekend working, dependent on the needs of the business. Additional hours will be required throughout the year and particularly during conference periods as per the roster set out by the Executive Head Chef. The Executive Head Chef arranges work to provide a weekend off alternately, subject always to any special requirements or staff holidays.

Employee benefits

- Christ Church employees enjoy 25 days paid holiday per calendar year, excluding Bank Holidays. Time off in lieu will be given for Public Holidays.
- The post-holder will be entitled to lunches without charge during periods for which these are available
- Generous pension scheme
- Employee Assistance Programme alongside access dedicated support both within the college and wider University for your personal and career development
- The opportunity for eligible staff to participate in tax-free bicycle hire/purchase salary sacrifice scheme
- Season ticket loans
- A range of other employee benefits and discounts also includes free entry to the Botanic Gardens and University colleges

How to Apply

To apply for this position please complete provide the documentation listed below, no later than the deadline of **noon on 6th July 2025**. **Please note:** early submission is advised as we will consider applications as soon as they are received. Applications received after this time will not be considered.

Application documents should include:

- A letter of application addressed to Human Resources stating your interest in the role, and explaining how you meet the criteria set out above using examples of your skills and experience; and
- A CV, including the names and contact details of two referees. References will only be taken up for the successful candidate.

Applications should be sent to:

Human Resources, Meadows 1, Christ Church, St Aldate's Oxford OX1 1 DP or may be emailed to stewardsrecruitment@chch.ox.ac.uk.

Applications will be judged only against the criteria which are set out in the job description, and applicants should ensure that their applications explain how they meet each of the selection criteria for the post using examples of their skills and experience. This may include experience gained in employment, education, or during career breaks (such as time out to care for dependants).

Christ Church is committed to fairness, consistency and transparency in selection decisions. Members of selection committees will be aware of the principles of equality of opportunity, fair selection and the risks of bias. Applications are particularly welcome from black and minority ethnic candidates, who are under-represented in College staff.

Christ Church welcomes applications from candidates who have a disability or long-term health condition and is committed to providing long term support. Please let us know if you need any adjustments to the recruitment process, including the provision of these documents in large print, audio or other formats. If we invite you for interviews, we will ask whether you require any particular arrangements at the interview.

Interviews

Interviews will be held as applications are received, so early application is advised.

If you need help

If you have any questions regarding the application process, please contact stewardsrecruitment@chch.ox.ac.uk. All enquiries will be treated in strict confidence and will not form part of the selection decision.

Important information for candidates

Data Privacy

Please note that any personal data submitted to Christ Church as part of the job application process will be used only for the purposes of determining suitability for the post and processed in accordance with the General Data Protection Regulations (GDPR) and related UK data protection legislation. For further information, please see the Christ Church Privacy Notice available at: <https://www.chch.ox.ac.uk/privacy-policy>.

Due to the large volume of recruitment that Christ Church administers we are unable to provide feedback to non-shortlisted applicants.

Christ Church's policy on retirement

There is no normal or fixed age at which staff in non-academic posts have to retire. Staff at these grades may elect to retire in accordance with the rules of the applicable pension scheme, as may be amended from time to time.

Equality of opportunity

Christ Church is committed to equality of opportunity. It is our policy and practice that entry into employment and progression within employment will be determined only by criteria which are related to the duties of a particular post and the relevant salary scale. No applicant or member of staff will be treated less favourably than another because of their age, disability, ethnicity, marital or civil partnership status, parental status, religion or belief, sex, or sexual orientation.