



CHRIST CHURCH

FURTHER PARTICULARS

Job title	Commis Chef
Location	Christ Church
Department	Kitchen
Salary	£30,508 per annum (University Grade 4)
Hours	40 hours per week – variable as per the roster
Contract type	Permanent
Responsible to	Executive Head Chef
Application deadline	Early submission is advised as we will consider applications as soon as they are received
Vacancy reference	CCHEF001
Additional information	Flexibility is a pre-requisite of this post. Additional hours may be required throughout the year and particularly during conference periods as per the roster. This post is subject to a six-month probationary period

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 Commis Chef

The successful Commis Chef will work as part of the kitchen team to produce the highest standards of food for routine daily catering for students, staff and academics and also for conferences and special events according to menus.

Main Duties and Responsibilities

- To help keep up the standards and organisation of the various sections in the kitchen, under the supervision of senior chefs.
- Contribute to the final presentation, taste and appearance of food.
- Ensure that the kitchen area, equipment and storage areas are always kept clean and tidy.
- Work efficiently and safely.
- Liaise effectively with other college departments, such as Hall and Conference and Events.
- Maintain professional communications with other related departments.
- Ensure that the cleaning schedule is adhered to.
- Ensure prepared food is stored correctly following proper temperature checks and labelling and storing.
- In the absence of a section chef, provide cover as required.
- Liaise effectively with external service providers such as delivery staff.
- Be aware of food allergies and the appropriate measures in place to deal with these.
- Work to and maintain the highest standards of hygiene and food safety.
- Carry out on the job training including food handling and hygiene as required.
- 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.
- Economy in the use of materials including control and utilization of stock in menu planning.
- To undertake any other tasks commensurate with the role as may be required.

Person Specification

Essential

- High standard of culinary skills in all areas of the kitchen with demonstrable experience
- Proven ability to prepare and cook food to the highest standard
- Good communication skills and excellent time management
- Positive attitude, reliable, enthusiastic and self-motivated
- Ability to work under pressure
- Able to work independently and as part of a team
- Good organisational skills with the ability to meet deadlines
- A flexible approach to hours and duties

Desirable

- Appropriate qualification to NVQ level 2 or equivalent
- Good sense of portion control and reduction of food wastage
- Previous experience of working in an educational establishment
- Previous experience of working in a college environment where fine dining is offered

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: £30,508 per annum (University Grade 4)
- 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.

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 provide the documentation listed below.

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.
- Equality and Diversity Monitoring Form.

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 arranged as soon 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.