



## CHRIST CHURCH

### FURTHER PARTICULARS

<b>Job title</b>	Chef de Partie
<b>Location</b>	Christ Church
<b>Department</b>	Kitchen
<b>Salary</b>	University Scale Grade 4 (currently £29,761 to £33,810 per annum depending on experience)
<b>Hours</b>	40 hours per week – variable as per the roster
<b>Contract type</b>	Permanent
<b>Responsible to</b>	Executive Head Chef
<b>Application deadline</b>	9 February 2026 at noon ( <b>early submission is advised as we will consider applications as soon as they are received</b> )
<b>Vacancy reference</b>	CDP001
<b>Additional information</b>	<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](http://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**

- Prepare and cook dishes in accordance with standard recipes or following the guidance of the Head Chef/ Sous Chefs.
- Present all dishes to meet service timelines.
- Serve meals as required at cafeteria service.
- Prepare and present meals for Senior Common Room (SCR) and other College events under the guidance of Head Chef/ Sous Chefs.
- Have an awareness of allergens
- Assist with the development and creativity of new menus as requested by the Head Chef.
- To give guidance and direction to Kitchen Porters and Apprentice Chefs.
- Take responsibility for the rotation of all perishable stock and imperishable, in accordance with kitchen policy, or as directed by Head Chef/Sous Chefs.
- Check the quality of various goods in, as requested by the Head Chef / Sous Chefs, particularly meat and fish.
- Assist with the ordering of food provisions as required.
- Maintain high standards of kitchen hygiene at all times, keeping up to date with new regulations and attending any required training.
- To be responsible for cleaning and care of all equipment.
- Follow all Health and Safety regulations, this includes ensuring Blast Chill, fridge and food temperatures are recorded daily and action taken if the temperature is not within the appropriate limits.
- To maintain the highest standards of personal hygiene, cleanliness and presentation always wearing appropriate uniform;

- Undertake staff training as required by the Head Chef.

### **Additional Responsibilities**

- Maintain high standards of kitchen hygiene at all times, keeping up to date with new regulations and attending any required training
- Follow all Health and Safety regulations; this includes ensuring the correct recording of all food temperatures are met
- Report immediately all damages, breakdowns, defects to equipment, utensils and fabric of working environment, to the maintenance department.
- Maintain good working relationships with all catering and other College staff
- Undertake training courses as required
- Carry out any other reasonable request by the Senior Sous Chefs or Head Chefs, or other senior member of staff

### **Person Specification**

#### Essential:

- A few years' experience working as a Chef in a restaurant and/or College environment
- High standard of culinary skills 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:**

- NVQ level 2 and 3 or equivalent in catering or similar level qualification.
- Experience of producing high quality fine dining food for banquets and gaudies etc.

## **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 £29,761 to £33,810 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 **9 February 2026**. **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](mailto: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](mailto: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.