



## CHRIST CHURCH

### FURTHER PARTICULARS

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| <b>Job title</b>              | Pastry Chef de Partie  |
| <b>Location</b>               | Christ Church  |
| <b>Department</b>             | Kitchen  |
| <b>Salary</b>                 | £33,810 per annum (University Grade 4)   |
| <b>Hours</b>                  | 40 hours per week (5 days out of 7 including regular weekend working, usually alternative weekends)  |
| <b>Contract type</b>          | Permanent  |
| <b>Responsible to</b>         | Executive Head Chef, Head Chef, Pastry Head Chef and Pastry Sous Chef  |
| <b>Application deadline</b>   | Early submission is advised as we will consider applications as soon as they are received  |
| <b>Vacancy reference</b>      | PCDP001  |
| <b>Additional information</b> | 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.<br><br>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](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 Pastry Chef de Partie**

The successful Pastry Chef de Partie will work as part of the kitchen team in the day to day running of the Pastry section under the direction of the Pastry Sous Chef and Pastry Head Chef. The Pastry Chef de Partie will contribute to the high standard in full or part production, presentation and service of all types of pastry items including afternoon teas, fine dining, banqueting, cafeteria and buffets delivered to students, fellows, staff and college events.

### **Main Duties**

- Manage the day to day running of the pastry section in the absence of the Head and Sous Pastry Chef
- Lead a shift including the preparation and cooking of dishes in accordance with standard recipes
- Ensure that the presentation of all dishes meets the required quality standards and are serviced to the required timelines
- Work effectively on own initiative
- Work alongside the Senior Chefs with the development of menus and new ideas
- Calculate the cost of menus and dishes as required

### **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 labelling, allergens and 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
- Help the Main Kitchen with preparation on occasions
- Participate in the service of all courses
- To undertake any other tasks commensurate with the role as may be required by the Senior Sous Chef, Head Chefs or other senior member of staff

### **Person Specification**

#### **Essential**

- High standard of culinary skills in Pastry 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 3 Diploma in Professional Patisserie and Confectionary or equivalent in catering and hospitality or similar level qualification or experience
- 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: £33,810 per annum (University Grade 4)
- Working hours: 40 hours per week excluding 30 minutes for lunch (5 days out of 7 including regular weekend working, usually alternative weekends).
- 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](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 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](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.