



**CHRIST CHURCH**  
UNIVERSITY OF OXFORD

**FURTHER PARTICULARS**

<b>Job title</b>	Sous Chef
<b>Location</b>	Christ Church
<b>Department</b>	Kitchen
<b>Salary</b>	£35,681 to 41,636 per annum (University Grade 6)
<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>	29 March 2026 (noon). Early submission is advised as we will consider applications as soon as they are received
<b>Vacancy reference</b>	SCHEF001
<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.  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 Sous Chef**

The successful Sous 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. The Sous Chef will deputise and have responsibility for the running of the kitchen in the absence of the Executive Head Chef, Head Chef and/or Senior Sous Chef.

## **Main Duties and Responsibilities**

- Work as part of the kitchen brigade under the direction of the Executive Head Chef, Head Chef and/or Senior Sous Chef to produce the highest standards of food for routine daily catering and for special events according to menus.
- Deputise in the running of the kitchen in the absence of the Executive Head Chef, Head Chef and/or Senior Sous Chef.
- Assist the Senior Sous Chef in the ordering of food and supplies from Christ Church's nominated suppliers.
- Lead the kitchen in the preparation of meals in part or full, including Banqueting and Dinners.
- Assist in the daily management of the kitchen.
- Guiding and supervising the Kitchen Porter Team while in charge of the Kitchen.
- Reporting any breakages or maintenance issues to the line manager or senior chef on duty.
- Record delivery, food temperature probing, checklists and fridge/freezer temperature controls.
- Responsible for the final presentation, taste and appearance of food.
- Carry out on the job training of trainees and monitor 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.
- Keep Fridges and Freezer to correct hygiene standards and stock rotation and control.
- Oversee the production of Allergens and Diets.
- Filling in of the Kitchen's Day to day paperwork, including the creation of the online Allergen Information Sheet.
- To undertake any necessary job-related training.
- Economy in the use of materials including control and utilization of stock in menu planning.
- The security of stores, kitchen premises and equipment.
- Comply with Health & Safety Regulations, including COSHH and correct use of Personal Protective Equipment (PPE) at all times.
- Promote a good working environment fostering a positive attitude and pride in your work.

This list represents the principal duties only of a Sous Chef and flexibility and a willingness to help wherever required are both very important facets of the role. The Sous Chef can call upon the Executive Head Chef and Head Chef to assist in resolving problems if in any doubt as to the course of action to take.

To undertake any other tasks commensurate with the role as may be required by the Executive Head Chef, Head Chef and/or Senior Sous Chef.

## **Person Specification**

### **Essential**

- NVQ level 3 or above in Catering or Hospitality, or a similar level qualification or experience
- Proven culinary experience in a professional kitchen
- The ability to create menus for both day to day catering but also for high end dining and special events
- Have experience of producing high quality fine dining food
- Good food budgeting ability and proven ability to work within set budgets both for individual service and more widely
- Demonstrable good experience in all areas of the kitchen
- Experience of overseeing and managing staff to achieve high standards
- Have good numeracy skills for menu and budget management
- Excellent time management skills
- Good interpersonal skills, able to work positively with other members of the Catering team and more widely across Christ Church
- An awareness of health and safety legislation
- Level 3 Food Hygiene Certification (or Level 2 minimum)
- Be positive, enthusiastic, self-motivated and able to work independently

### **Desirable**

- Good IT literacy skills.

### **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: £35,681 to £41,636 per annum (University Grade 6)
- 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 complete provide the documentation listed below, no later than the deadline of **noon on 29 March 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 completed application form, including the names and addresses of two referees. References will only be taken up for the successful candidate; and
- Equality Opportunities 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.