

## Chef de Partie



### About Jesus College

Founded in 1571 by Elizabeth I, Jesus College is a self-governing educational charity and one of the 39 constituent colleges of the University of Oxford.

The College's Principal is [Professor Sir Nigel Shadbolt FRS FEng FBCS](#) and our community comprises some 110 Fellows, 50 lecturers, 300 graduates, 400 undergraduates and 90 support staff. We have a strong commitment to academic values and success, and are characterised by an informal and friendly atmosphere. The College is located on an attractive historic site in the centre of Oxford, with excellent access to local transport links, as well as the Bodleian Library and other University libraries, the Science Area, and the University's department and faculty buildings.

Around 150 students live on our historic Turl Street site, and we also have two annexe sites in North and East Oxford which provide additional student accommodation.

In 2022 the College opens a new building on its main Oxford site - the Cheng Yu Tung Building. This transformational addition to the College includes new teaching spaces, meeting rooms, a café, a multifaith room, a gym, postgraduate accommodation and the [Cheng Kar Shun Digital Hub](#).

The smooth running of the College is thanks in large part to our highly-skilled, welcoming and friendly support staff. This community of ninety-plus people join us from all over the world, and work across ten [College departments](#). We value the contribution that all our support staff make to the College, and organise regular events through the Staff Social Committee. We are an Equal Opportunities and Living Wage employer.

## **About the Department**

The Catering department is a highly successful team, they have an excellent reputation, managing to successfully blend the preparation of tasty good quality food at high volume alongside sophisticated, high end dining for formal College events. To achieve this the kitchen at Jesus College is a busy and varied department, the role offers an excellent opportunity to join a progressive and innovative environment.

The successful candidate will work with a talented group of chefs and as a team will deliver high quality food ranging from fine dining to tasty, meals for large groups. All of the food is prepared using fresh ingredients and cooked from scratch. The Jesus College team is proud of the excellent reputation they have and are passionate about both the food they serve and the high quality of the food service.

## **About the Post**

The post holder will combine the preparation of tasty, wholesome food at volume alongside high end restaurant style food. It is an environment which is always looking for opportunities to improve and encourages all of the team to participate. With this emphasis on quality and improvement the role offers plenty of scope to develop a culinary career and learn new skills all within a modern, fully equipped kitchen at Jesus College.

This is an exciting time to join our team as we have opened the new Cheng Yu Tung Building on our historic city – centre site. This will present opportunities and we are keen to recruit people with an energy and passion for cooking and creating quality dishes and who are eager to learn and develop. Being part of an ambitious kitchen team committed to providing outstanding food will be important to you, as is being passionate about food and cooking.

This role offers a good work/life balance, Job security and there is limited weekend working; there being very few Saturday evenings on the rota. The meals catered for range from servery lunches to restaurant style fine dining and international themed food nights. Our thriving conference business will give you experience of catering for large banquets, as well as formal private dinners and meals for students and the Fellowship.

## **Key Responsibilities**

Please refer to the job Description

## **Hours of Work**

The full-time hours are an average of 39 per week, working five days out of seven. Some weekend working is required usually on an alternate basis working to a rota. Working on a Saturday evening will only be occasional.

## **Salary**

The salary is competitive.

## **Essential Knowledge, Skills and Experience**

- Catering qualification in City & Guilds 7061/7062 or NVQ 3 or equivalent
- Demonstrable experience of working in a similar role or kitchen environment
- Confidence and adaptability in a kitchen environment
- Attention to detail, with the ability to problem solve using initiative within the bounds of competency
- Significant experience of working to high standards using fresh ingredients
- Experience of running a section/meal service within a busy kitchen environment
- Enthusiasm for preparing high quality food to meet restaurant style deadlines
- Knowledge of food allergies, special diets and nutrition
- Be able to work without direct supervision
- Ability to communicate appropriately with others
- Able to work with a positive attitude within a busy kitchen environment
- Proven ability to work well as part of a team; supporting, and being supported by, colleagues
- High standard of personal hygiene and general physical fitness
- Basic Food Hygiene Certificate
- Demonstrable knowledge of current Health and Safety legislation

## **Desirable Knowledge, Skills and Experience**

- Demonstrable ability to work comfortably in the pastry section of the kitchen
- Experience of working in a kitchen of a high end dining establishment

## Benefits

As well as becoming a valued member of our friendly community, and working in beautiful historic surroundings, we also offer the following benefits:

- **Meals** - A free meal is available when on duty and the kitchen is open.
- **Holiday** - A generous annual leave entitlement of 38 days per year (pro rata for part time posts), which includes all Bank and Public holidays.
- **Pension** - Automatic enrolment in the Oxford University Pension Scheme from the start of employment.
- **Employee Assistance Programme** - 24/7 access to a broad spectrum of services, including Health Management, Online and Face-to-Face Counselling, and Debt Management. Practical information and advice can also be accessed on all common topics, such as Consumer, Legal, Finance, Housing, Benefits, Family.
- **Travel Loan** - You may, on the completion of your probation period, be entitled to receive an interest-free loan to enable you to purchase an annual season ticket for travel by bus, with a discount of 5% on the overall cost.
- **Personal Development** - Staff are encouraged to develop both professionally and personally and the College supports employees to develop their skills and improve their performance throughout their time with the College.
- **Family-friendly policies** - The College has a range of family-friendly policies in place, including parental and family leave, and flexible working.
- **Childcare Services** - Open to University and College Staff and Students, the University owns a number of nurseries and has places at a number of Community nurseries which employees can apply for.
- **Oxford University Discounts** - College staff will receive a University card which provides the following discounts:
  - Free entry to Oxford Colleges and libraries
  - 10% discount in some University shops
  - Free access to the University Botanical Gardens and Harcourt Arboretum.
  - Discounted computer software from the University Computing service
- **Access to Sports Facilities and Punt Hire** - Staff may use the College's sports facilities and sign up for punt hire during the summer period for a small fee. Staff can also sign up for free to the University Club and use the University Sports Centre on Iffley Road at discounted rates.
- **Library** - College staff have access to the Meyricke Library, open 24 hours a day.
- **Eye Test/Glasses Reimbursement** - a free annual eye test and a glasses contribution are offered for staff that are regularly display screen equipment (DSE) users and who have been advised they need glasses for DSE use.
- **Flu Vaccinations** - a yearly flu vaccination scheme where staff not otherwise eligible to receive a free vaccination can obtain one at the cost of the College.

## **Pre-Employment Screening**

Please note that the appointment of the successful candidate will be subject to standard pre-employment screening, as applicable to the post. This will include right-to-work and the receipt of satisfactory references.

## **Probation**

The successful candidate will be expected to complete a probationary period of six months.

## **To apply**

Please submit the following documents:

- A curriculum vitae (optional)
- A completed application form.
- A completed equal opportunities form.

Please return completed applications to [HR@jesus.ox.ac.uk](mailto:HR@jesus.ox.ac.uk)

## **Closing date**

The closing date for this vacancy is ongoing until we fill the position.

Applications will be assessed as they arrive and suitable candidates will be invited to interview. Early application is strongly advised.

## **Data protection.**

All data supplied by applicants will be used only for the purposes of determining their suitability for the post and will be held in accordance with the principles of the General Data Protection Regulation 2018. You can find details [here](#).

The College Privacy Policy can be viewed here: [Jesus-College-Policy-on-Privacy-and-Confidentiality-2022.pdf](#)

All applicants are required to confirm that they have read this policy

*Jesus College welcomes and celebrates diversity. We strive towards creating an inclusive environment, where our staff and those associated with the College feel valued and respected. We want them to thrive, regardless of their age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation. Our staff are an integral part of our community, and we cherish equally those qualities that make each of us unique, and those that bring us together.*