Further Particulars

COMMIS CHEF

**Job Title:** Commis Chef  
**Location:** Merton College  
**Department:** The Kitchen  
**Contract Type:** Permanent  
**Responsible to:** Head Chef

Merton College

Merton College was founded in 1264 by the former Bishop of Rochester, Walter de Merton. The College now has over 70 Fellows and approximately 600 undergraduate and graduate students. More information on Merton College can be found on the website [www.merton.ox.ac.uk](http://www.merton.ox.ac.uk).

Since the College’s inception, eating together has formed a fundamental part of Merton’s communal life, providing an opportunity for scholars, students and guests to meet, share ideas and engage in conversation.

The strong tradition of dining at Merton continues to this day, with all meals being served in the magnificent Main Hall and Common Room areas. The Main Hall provides a setting that is rich in history and where graduate and undergraduate students eat together. With a seating capacity of 120, breakfast, lunch and dinner are served most days of the week throughout the year, including six High Table dinners per week during term time.

The College kitchen is modern, clean and efficient, and our Chefs pride themselves on preparing and cooking all meals with fresh ingredients to produce innovative and high quality dishes. The kitchen is open for breakfast, lunch and dinner seven days a week for approximately 50 weeks per year. The kitchen team consists of ten Chefs & five Porters.

**Main Purpose of the Role**

You will join a brigade of experienced Chefs to develop your culinary skills and work with and support the more senior Chefs.
We are looking for a junior Chef who is looking for the opportunity to learn on the job from other Chefs and who wants to build a successful career in Catering.

You will work as part of the friendly kitchen team producing a variety of meals for Fellows, guests, students and staff of the College. The food produced will include formal and informal meals in both the Hall and Senior Common Room. We also cater for special events and conferences through the summer period.

**Main Duties**

- Maintaining high standards of hygiene - we are proud of our ★★★★★ hygiene rating
- Preparing the ingredients for a more senior Chef
- Cooking dishes under supervision rotating through sections such as vegetables, salads, buffets, pastry, meat, fish & vegetarian meals & sauce.
- Following both written & verbal instructions
- Following strict food labelling regarding allergens & special diets
- Assisting with deliveries, food storage and stock rotation
- Involvement in menu development and costing.
- Involvement in planning and budgeting for food provision within the College.

This is your chance to learn about preparing, cooking & serving a wide variety of fresh interesting food. You’ll need stamina, commitment & some passion and be willing to cope with hard work. Full training will be given on the use of equipment in the Kitchen.

**Salary**

The salary for this role is £18,720 to £19,988 per annum. Overtime is also applicable to this role. Overtime will be required at certain times to cover absence and holidays or other operational requirements.

Working a 40-hour week (inclusive of breaks), normally over 5 shifts a week, including weekends & Bank Holidays as required, in accordance with the weekly duty roster notified to you in advance by the Head Chef. Typically, the roster is published 4 weeks in advance.

Usually the Chefs work straight shifts with 2 consecutive days off per week.
Benefits

Benefits include membership of the University of Oxford Staff Pension Scheme (OSPS), private medical insurance, uniform and meals in College when on duty. Car parking on site is available. In addition to the 8 normal English bank and public holidays you will be entitled to 30 working days' holiday. If you are rostered to work a bank holiday you will be given time off in lieu. We are committed to training staff and we have a policy for sponsoring staff to attend College to undertake further relevant study should they so wish.

Experience Required

Essential

- Available to work any five days from seven as per the weekly roster including early mornings, late evenings & some Bank Holidays
- Able to demonstrate an interest in food
- The ability to work to specific time deadlines
- A good level of written & spoken English
- A recognized Level 2 Food Hygiene Certificate
- A friendly, cooperative & cheerful disposition
- A wider interest in the catering trade
- Good communication & listening skills
- A proactive, reliable & responsible approach

Desirable

One or more of the following:

- The 14-19 Hospitality & Catering diploma
- NVQs or SVQs in Professional Cookery
- City & Guilds diplomas in professional cookery
• BTEC HND in professional cookery
• A foundation degree in culinary arts
• Any health & safety and food hygiene courses

**Application Process**

Those wishing to apply for this post should complete the online application at [www.merton.ox.ac.uk/vacancies](http://www.merton.ox.ac.uk/vacancies) and upload the following documents by **9:00am on Monday 8 April 2019**:

- A detailed covering letter outlining their motivation for applying and how their skills and experience equip them to undertake the role.

- A CV.

An Equal Opportunities Recruitment Monitoring form. The information collected on the equal opportunities recruitment monitoring form does not form part of the selection process and will not be circulated to the selection panel. It will be used solely to monitor the effectiveness of the College’s equality policy which is published at [www.merton.ox.ac.uk/college-policies](http://www.merton.ox.ac.uk/college-policies)

The position may be discussed further with the Head Chef (email: vacancies@merton.ox.ac.uk)

This appointment will be determined only by personal merit and the application of criteria related to the duties of the post. No applicant will be treated less favourably than another because of his or her sex, marital status, racial group, disability, age, religion and beliefs or sexual orientation.

**Merton College is an equal opportunities employer**
Kitchen Organisation Chart – Feb 2019

- Head Chef
  - 2nd Chef
    - Chef de Partie
    - Chef de Partie
    - Chef de Partie
  - 3rd Chef
    - Chef de Partie
    - Chef de Partie
    - Chef de Partie
  - Demi CDP
    - Commis Chef
  - Kitchen Porters