FURTHER PARTICULARS
MERTON COLLEGE
CHEF DE PARTIE

Job Title: Chef de Partie
Location: Merton College
Department: The Kitchen
Contract Type: Permanent, 40 hours per week.
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 7 days a week for approximately 50 weeks per year. The kitchen team consists of 10 Chefs & 5 Porters.

**Main Purpose of the Role**
The kitchen prepares a wide range of food to a high standard for students, staff and guests of the College. The varied daily menus are cooked using quality, fresh ingredients.

The Chef de Partie should be comfortable working with different menus and in different sections of the kitchen, taking responsibility for the effective execution of
dishes in each section and ensuring consistent presentation and dinner satisfaction.

Main Duties
- To prepare, cook and serve a wide variety of fresh foods, working in any section of the Kitchen as required.
- To ensure that food served is of a high quality and on time.
- To ensure a minimum of food is wasted.
- To fully cooperate with other team members over use of shared equipment during busy times.
- Training junior staff when required.
- To receive and store food in accordance with regulations, including waste disposal.
- To comply with food hygiene and health and safety regulations and standards at all times.
- To clean ‘as-you-go’ to the highest standards.
- To report to the Head Chef any damage to College property or hazard encountered during the performance of duties; including (but not limited to) damaged or broken equipment, fixtures or glazing, and any fire hazard or other risk to health and safety.
- Put forward ideas for new dishes and menus.

Full training will be given on the use of equipment in the Kitchen.

Salary
- The salary for this role is £22,500 - £25,000 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.
- College accommodation is not available for this role.

Experience Required
Essential
- No more than three years old Food Hygiene Level 2 Certificate or higher.
- A good knowledge of British & world foods.
- Ability to take instruction from the Second and Third Chef.
- A good standard of spoken & written English and able to follow written instructions.
- Experience in a similar role & environment showing good progression of skills.
- Hard working approach, a commitment to learn, good attention to detail.
- Accuracy and speed in executing tasks in a cheerful manner even when under pressure.
- Able to work effectively as part of a team and proactively help other team members.
- Able to lift items up to 25kg.
- Able to cope with a busy and demanding environment.
- Flexibility to work a varied shift pattern.

Desirable
- A recognized Professional cooking qualification i.e.
  - NVQ/SVQ Level 2/3 or equivalent
  - The 14-19 Hospitality & Catering diploma
  - City & Guilds diplomas in professional cookery
  - BTEC HND in professional cookery
  - A foundation degree in culinary arts
- Any completed health and 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/about-merton/vacancies and upload the following documents by **9:00am on Monday 9 March 2020:**

- 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.

The position may be discussed further with the Head Chef (email: headchef@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.**