Further Particulars
COMMIS CHEF

Job Title: Commis Chef
Department: Kitchen
Contract Type: Permanent, 40 hours per week, 5 out of 7 days, straight shifts
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.

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 4 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 11 Chefs & 5 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 seeking a Commis Chef who is looking for the opportunity to learn on the job from experienced Chefs and 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 & 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 5* 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 a great opportunity to learn about preparing, cooking & serving a wide variety of fresh interesting food. You’ll need stamina, commitment & passion for food and be willing to cope with hard work. Full training will be given on the use of equipment in the Kitchen.

Salary and Benefits

The salary range for this role is £23,608 to £26,000 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.

The College also offers an excellent benefits package including membership of the University of Oxford Staff Pension Scheme (OSPS), 30 days holiday in addition to normal English bank and public holidays (if you are rostered to work a bank holiday you will be given time off in lieu), private medical insurance, uniform and meals in College when on duty, cycle to work scheme, travel pass loan, access to the onsite fitness room and car parking on site.

We are committed to training staff and we have a policy for sponsoring staff to undertake further relevant study and formal training 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 friendly, cooperative & cheerful disposition
- A wider interest in the catering trade
- Good communication & listening skills
- A proactive, reliable & responsible approach

**Desirable**
- A recognized Hospitality and Catering Diploma
- Any health & safety and food hygiene courses

**Application Process**
To apply for this post, complete the online application - [http://www.merton.ox.ac.uk/about-merton/vacancies](http://www.merton.ox.ac.uk/about-merton/vacancies) and upload the following documents by 9am on Wednesday 26th July 2023.

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

The position may be discussed further with the Head Chef by emailing: vacancies@merton.ox.ac.uk

Candidates are encouraged to complete the 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 [http://www.merton.ox.ac.uk/college-policies](http://www.merton.ox.ac.uk/college-policies)

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 their sex, gender re-assignment, sexual orientation, marital status or civil partnership, pregnancy or maternity, racial group, disability, age, or religion and beliefs.

**Merton College is an equal opportunities employer.**
Kitchen Organisation Chart – June 2023

Head Chef

Sous Chef
x2

Senior CDP
x2

Chef de Partie
Chef de Partie
Chef de Partie
Chef de Partie
Chef de Partie

Commis Chef

Kitchen Porters