Magdalen College is one of the most beautiful of the Oxford colleges with a hundred-acre site of ancient and modern buildings including the landmark Great Tower beside Magdalen Bridge. Accommodation is provided to over five hundred graduate and undergraduate students. The College also houses several residential Fellows and provides teaching and meeting rooms, offices and common rooms that are serviced seven days a week. The catering team also service the Senior Common Room, providing lunch and High Table dinners. The Buttery provides Breakfast, Lunch and Dinner provision for Middle Common Room and Junior Common Room members in Hall. The Old Kitchen Bar provides a snack bar service throughout the day as well as a licensed bar during the evenings. The College is a busy conference venue during the summer months and is also a popular destination for visitors to Oxford during the vacations.

The Sous Chef is employed by the President and Fellows of Magdalen College and is responsible under them to the Head Chef.

Duties & Responsibilities
This post has responsibility for providing Kitchen Production services, these include:

Food Production
- Physical day-to-day food production in the main kitchen also in the Senior Common Room Kitchen and delivery arrangements.
- Ensure that food production standards are adhered to at all times.
- Check service styles and presentation standards are maintained.
- Work with the Deputy Head Chefs to develop menus and menu cycles for Vegetarians and Vegans.
- Review production techniques and implement changes where necessary.
- Bring in new ideas of Vegetarian and Ethnic dishes and test dishes for quality and presentation value.

People Management
- Manage the kitchen brigades in a responsible and professional manner ensuring good conduct and discipline at all times.
- Ensure that the kitchen brigade work their contracted hours.
- As a seven-day a week operation, agree labour with the Head Chef and Deputy Head Chefs to meet the needs of the business. May need to cover extra days including weekends.
- Drive dialogue within the kitchen brigade to enhance performance.
Professional Obligations

- As a senior member of the management team, conduct themselves in a way befitting their position in the College.
- Work with the Catering Team and other Heads of Department to uphold the standards and principles of the Catering Department and the College as a whole. Deputise for the Deputy Head Chefs in accordance with the kitchen rota, during holidays, sickness and when and where required.
- Consult with the Deputy Head Chefs, and other Heads of Department as necessary to ensure coordinated planning as required to meet the needs of the Catering Department.
- Deputise when required in other areas of the Catering Department.
- That all work is carried out in a timely, dedicated and responsible manner.
- Be pro-active in the management of change and operational development.
- Produce food products for the Buttery, Old Kitchen Bar, SCR and or any other areas of the College that may need provisions from time to time.
- Ensure food production meets the various food cost target as agreed.
- Administer all paper work and or electronically systems that may be required by the department in a diligent and professional manner.

Administration

- When required take responsibility for the purchasing of food, disposables, kitchen liquor, continually tracking and updating prices to maintain data.
- Ensure all stock holdings are maintained at the lowest practical level.
- When required manage food purchasing, delivery procedures, storage protocols.
- When required ensure that invoices/delivery notes are processed in an accurate and timely manner.
- Ensure that the prescribed portion control and production volumes are adhered to at all times within the brigade.
- Complete operational paperwork in an accurate and timely manner.
- Deliver staff training when required.
- Place orders as required and stock take on a monthly basis.
- Receive uploads for allergen information (Food Buy).
- Upload new recipes to the electronic system and maintain as necessary.

Health and Safety

- That the kitchen and associated area are kept clean and tidy at all times.
- Adherence to Health and Safety legislation and Food Hygiene standards.
- Upholding hygiene standards of the kitchen staff, agency labour and delivery personnel.
- Actively monitor and report on the legislative requirements for delivery vehicles, equipment and personnel.
- Maintain and update food standards, documentation and work practises.

Personal Specification

This jobholder should demonstrate the following attributes:

- Experience working with Vegetarian and Vegan Dishes
- To be commercially aware
- Good IT skills, including confident use of the Word, Excel, Outlook.
• Reliable; an excellent timekeeper and good standards of personal presentation (including personal hygiene and standards of dress)
• Good interpersonal and communication skills, being “Team Player”
• Professional attitude, motivated developer, consistent yet pragmatic.

The above list of duties and responsibilities is not exhaustive and you may be required to carry out alternative tasks as instructed by your Supervisor to ensure the department can operate an efficient service at all times.

**Hours of Work**

The hours of work will be 83.5 hours per fortnight on a two week roster with some split and straight shifts with every other weekend off. Working 10 day’s over a 14 day rota. You may be required to work overtime to cover sickness and holiday, including some extra weekend cover.

**Salary**

The salary for this role is £28,000-£34,000 per annum depending on experience.

**Benefits**

- Membership of contributory pension scheme.
- 25 days holiday per year.
- Free lunch may be provided.
- Car parking may be available.
- Use of sports facilities.
- Optional contributory Healthcare Scheme.
- Bus pass purchase scheme.
- Cycle to Work Scheme.

The College provides for maternity leave on a basis that exceeds the statutory provisions. This is a day one entitlement and there is no qualifying period, women are eligible for 26 weeks’ maternity leave on full pay, followed by 13 weeks of leave on Statutory Maternity Pay (SMP) and 13 weeks of unpaid maternity leave. Arrangements for Adoption Leave, Shared Parental Leave, and Paternity Leave. Magdalen College has a priority claim in the University nurseries.

**The College particularly welcomes applications from Black, Asian, and Minority Ethnic Candidates**

**Applications**

Please complete the College application form and send it, together with the recruitment monitoring form, (both of which can be found on our website at http://www.magd.ox.ac.uk/job-vacancies/) to Human Resources Assistant, Magdalen College, Oxford, OX1 4AU or human.resources@magd.ox.ac.uk. If you do not wish the College to contact your referees at this stage please make this clear in your application. The closing date for receipt of applications is 12 noon on Monday 15 November 2021.

As part of the interview process you may be required to undertake a work trial in the College kitchens.
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 Data Protection Act 2018 and the College’s Data Protection Policy which can be found at http://www.magd.ox.ac.uk/other-policies/data-protection/.

Late or incomplete applications will not be accepted.