



## **MAGDALEN COLLEGE, OXFORD**

**Chef de Partie (Fixed term contract – maternity cover, available from 25<sup>th</sup>  
September 2023 to 30 November 2024)  
(Reference Number: CA23004)**

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 Chef de Partie 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 and delivery arrangements.
- Working where needed within the kitchen brigade moving from section to section to meet the needs of the business with a focus on stove work.
- Ensuring that food production standards are adhered to at all times.
- Service styles and presentation standards are maintained.
- Working with the Deputy Head Chef/Sous Chef to develop menus and menu cycles.
- Working with the Deputy Head Chef/Sous Chef on menus for the Development Kitchen.
- Maintaining portion control and minimise waste.

#### **People Management**

- When deputising for the Deputy Head Chef/Sous Chef, manage the kitchen brigades in a responsible and professional manner ensuring good conduct and discipline at all times.
- When deputising for the Deputy Head Chef/Sous Chef, ensure that the kitchen brigade work their contracted hours.
- When deputising for the Deputy Head Chef/Sous Chef explain the menu and work programme to the kitchen brigade.

### **Professional Obligations**

- Conducting them self in a way befitting their position in the college.
- Working with the Head Chef and other heads of department to uphold the standards and principles of the Catering Department and the College as a whole.
- Deputising for the Deputy Head Chef/Sous Chef in accordance with the kitchen rota, during holidays, sickness and when and where required.
- Consulting with the Head Chef, Deputy Head Chef, Sous Chef and other Heads of Department as necessary to ensure coordinated planning as required to meet the needs of the Catering Department.
- Deputising when required in other areas of the Catering Department.
- That all work is carried out in a timely, dedicated and responsible manner.
- Being pro-active in the management of change and operational development.
- Producing 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
- Working with the Deputy Head Chef/Sous Chef to ensure food production meets the various food cost targets as agreed.
- Administrate all paper work and or electronically systems that may be required by the department in a diligent and professional manner.

### **Administration**

- Ensuring that invoices/delivery/stock taking notes are processed in an accurate and timely manner.
- Ensuring that the prescribed portion control and production volumes are adhered to at all times.
- Maintaining food production sheets.
- Completing operational paperwork in an accurate and timely manner.
- Providing guidance and training to part time and agency labour when and were required.

### **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.
- Monitoring and reporting on the legislative requirements for delivery vehicles, equipment and personnel.
- Maintaining and updating food standards, documentation and work practises.

### **Personal Specification**

This jobholder should demonstrate the following attributes:

- Experience of stove work
- Experience of working in a busy kitchen
- Experience of food production and preparation
- Commercially aware
- 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

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 80 hours per fortnight on a two week roster, which includes straight and split shifts. The split shifts start at 7.30am-1.30pm and 5pm-8.15pm. 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 to £35,000 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, 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 are available for Adoption Leave, Shared Parental Leave, and Paternity Leave. Magdalen College has a priority claim on four places 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, Magdalen College, Oxford, OX1 4AU or [human.resources@magd.ox.ac.uk](mailto: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. Closing date for applications is 12:00 noon on 15<sup>th</sup> September 2023.

As part of the interview process you may be required to undertake a work trial in the College kitchens.

**Late or incomplete applications will not be accepted.**

**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 [www.magd.ox.ac.uk/other-policies/data-protection/](http://www.magd.ox.ac.uk/other-policies/data-protection/).