



## **MAGDALEN COLLEGE, OXFORD**

### **Pastry Chef**

**(Reference Number: CA26000)**

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.

As Pastry Chef you will join our skilled and experienced team who are dedicated to delivering a wide range of services, from high end private dinners to large scale and high-profile conferences and events. This position will offer you the chance to develop as a Pastry chef, to bring new ideas and dishes to an appreciative College community. It's a great time to join Magdalen, with the future development of the Riverside bringing exciting changes.

Day to day, the Buttery provides Breakfast, Lunch and Dinner for Middle Common Room and Junior Common Room members in Hall. The Riverside provides a snack bar service throughout the day as well as a licensed bar during the evenings. We also service the Senior Common Room, providing lunch and High Table dinners. The College is a busy conference venue during the summer months and is also a popular destination for visitors to Oxford during the vacations.

### **Duties & Responsibilities**

#### **Food Production**

- Lead daily Pastry production, ensuring that food production standards are maintained, service styles are appropriate and that presentation is of the highest quality.
- Maintain portion control and minimise waste to ensure food production meets the various food cost targets as agreed.
- Work with the Head Chef to develop menus and menu cycles, and to create menus for the Development Kitchen.

#### **People Management**

- Consulting with the Head Chef, Deputy Head Chef, and other Heads of Department as necessary to ensure coordinated planning as required to meet the needs of the Catering Department.
- Provide guidance and training to part time and agency labour as and when required.
- Deputising when required in other areas of the Kitchen.

#### **Administration**

- Complete all paperwork and / or systems that may be required by the department in a diligent and professional manner.
- Ensure that invoices/delivery/stock taking notes are processed in an accurate and timely manner.

### **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, including responsibility for accurate allergen reporting.
- Upholding personal hygiene standards as well as for other kitchen staff, agency labour and delivery personnel.
- Maintaining and updating food standards, documentation and work practises.

Any other tasks, duties and responsibilities not listed above which can reasonably be expected to be performed or undertaken by a Pastry Chef to ensure the department can operate an efficient service at all times.

### **Personal Specification**

This jobholder should demonstrate the following attributes:

#### **Essential**

- Experience of professional Pastry work, ideally supported by professional qualification (for example, NVQ level 2 or similar)
- Experience of working in a busy kitchen
- Experience of food production and preparation
- Commercially aware
- Strong understanding of Health & Safety requirements including hygiene standards
- Good interpersonal and communication skills, proven ability to work as part of a team
- Excellent organisational skills, and proven time management ability

#### **Hours of Work**

The hours of work will be 83.5 hours per fortnight on a two-week roster with a mix of early, late shifts with occasional split shifts and weekends. A full rota will be discussed on appointment taking into account ability and experience. You may be required to work overtime to cover sickness and holiday.

#### **Salary**

The salary for the post will be on the scale £30,378 – £38,784 per annum (Grade 5 of the College Unified Pay Scale), depending on skills and experience, plus Oxford Location Allowance of £1,730 per annum.

#### **Benefits**

- Membership of contributory pension scheme.
- 30 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.
- Car benefit 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.

### **Applications**

The College is committed to maintaining a working, learning and social environment in which the rights and dignity of all staff, students and visitors are respected. We welcome applications from individuals from all backgrounds, including those under-represented within higher education. Recruitment, and progression within employment, will be determined according to personal merit and the duties and requirements of the post. In all cases, the ability to perform the job will be the primary consideration.

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). **The closing date for applications is noon 20 March 2026.** If you do not wish the College to contact your referees at this stage, please make this clear in your application. This post will remain open until a suitable appointment is made.

**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 <http://www.magd.ox.ac.uk/other-policies/data-protection/>.