**Job title**: Junior Chef

**Department**: Kitchen Team

**Location**: Mansfield College, University of Oxford, Mansfield Road, Oxford OX1 3TF

**Salary**: £24,281 per annum

**Hours**: 40 hours per week – working 5 days out of 7 including weekend working. Some additional hours may be required at busy times.

**Contract type**: Permanent

**Reporting to**: Kitchen Manager

**Additional information**: This is a role is available immediately. We have a generous annual leave and conference bonus package with this role.

## The role

An exciting opportunity for an enthusiastic Junior Chef to join a dedicated catering team at Mansfield College. The Junior Chef is responsible under the supervision of the Head Chef, for providing good quality catering provision for academics, staff, students and visitors throughout the term and vacation periods.

You will have the opportunity to experience a team environment which prides itself on quality and looks to continually improve on its food offering within a small and friendly College. This is a great opportunity to develop a culinary career, learning new skills in a crucial role within a committed team under the supervision of the Head Chef.

With our successful conference business, you will not only receive a conference bonus within this position but have an opportunity to experience catering for large banquets, as well as formal private dinners and meals for the Mansfield Community.

## About Mansfield College

Mansfield College is one of the 39 constituent colleges of the University of Oxford. It has around 250 undergraduates, 180 graduates and 40 visiting students. This relatively small size engenders friendly and close relationships not only among students and tutors, but across the whole community at the College. Throughout its history, Mansfield has worked hard to make an Oxford education available to previously excluded groups, most recently in its successful access initiatives, promoting application from students from the state sector, and from backgrounds of educational and financial disadvantage. It is currently

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**MANSFIELD COLLEGE**  
University of Oxford, Mansfield Road, Oxford OX1 3TF  
Tel: +44(0)1865 270982  
human.resources@mansfield.ox.ac.uk  
www.mansfield.ox.ac.uk/

**Principal**: Helen Mountfield, KC
the Oxford College with the most diverse undergraduate body, and has the highest proportion of state sector students. The current Principal is Helen Mountfield KC.

The College is also home to the Bonavero Institute of Human Rights, within Oxford University’s Law Faculty, which was opened by the late Secretary-General of the United Nations, Kofi Annan, in 2018.

In 2021, Mansfield was recognised as a university College of Sanctuary by the UK charity City of Sanctuary, after demonstrating an ongoing commitment to nurturing a culture of inclusivity and awareness on campus for those seeking sanctuary (which includes refugees and asylum seekers), as well as in the wider community.

Detailed information about Mansfield College may be found at www.mansfield.ox.ac.uk

Responsibilities

- Prepare, present and cook high quality, fresh dishes within College guidelines including for events such as conferences and weddings as directed by the Senior Chef.
- Keep all working areas clean and tidy and ensure no cross contamination.
- Prepare mise-en-place for all relevant menus.
- Work on own initiative without supervision and on occasion taking charge of a shift in the absence of members of the kitchen management team.
- Works well with colleagues and as part of a committed and dedicated team.
- Comply with College Security and Fire Regulations.
- Comply with Health and Safety, COSHH and all Food Safety legislation.
- Report maintenance, hygiene and hazard issues to the Senior Chef in a timely fashion.
- Assist with accepting deliveries and ensure the standards of goods received.
- Carry out any other reasonable requests from the Kitchen Management team.

Selection criteria

Essential:

- Appropriate qualification to NVQ level 2 or equivalent.
- High standard of culinary skills in all areas of the kitchen with demonstrable experience.
- Proven ability to prepare and cook food to the highest standard.
- Good communication skills and excellent time management.
- Positive attitude, reliable, enthusiastic and self-motivated.
- Ability to work under pressure.
• Good awareness of seasonal food.
• Ability to work independently and as part of a team.
• Good organizational skills with the ability to meet deadlines.
• A flexible approach to hours and duties.

Desirable:

• Good sense of portion control and reduction of food wastage.
• Previous experience of working in an educational establishment.
• Previous experience of working in a college environment where fine dining is offered.

Pre-employment screening

Standard checks
If you are offered the post, the offer will be subject to standard pre-employment checks. You will be asked to provide: proof of your right-to-work in the UK; proof of your identity; and (if we haven’t done so already) we will contact the referees you have nominated.

Hazard-specific / Safety-critical duties
This job includes hazards or safety-critical activities. If you are offered the post, you will be asked to complete all relevant health and safety training.

The hazards or safety-critical duties involved are as follows:
• Regular manual handling
• Open food handling

How to apply

If you would like to apply please submit a cover letter stating why you are interested in, and suitable for this role and a CV to Mansfield Head of HR human.resources@mansfield.ox.ac.uk

For enquiries regarding the post please feel free to contact Lee Browning Kitchen Manager kitchen.manager@mansfield.ox.ac.uk

Your application will be judged solely on the basis of how you demonstrate that you meet the selection criteria stated in the job description.
As part of your application you will be asked to provide details of two referees and indicate whether we can contact them now.

The **cover letter** must explain how you meet each of the selection criteria for the post using examples of your skills and experience. This may include experience gained in employment, education, or during career breaks (such as time out to care for dependants).

*This vacancy will remain open until a suitable candidate is found.*

**If you need help**

For general support enquiries on how to apply for the role, please email human.resources@mansfield.ox.ac.uk

Please note that correspondence on application progress will be via email. **Please check your spam/junk mail** if you do not receive an email.

**Important information for candidates**

**Equal Opportunities**

Mansfield College and the University of Oxford are equal opportunities employers and welcome applications from all suitably qualified candidates. Mansfield actively welcomes diversity amongst its staff and students and all reasonable adjustments will be made to the recruitment process, working arrangements and/or environment to accommodate applicants with any form of disability. Applications are particularly welcome from Black, Asian, and Minority Ethnic candidates, who are currently under-represented in college posts at Mansfield.

Please let us know if you believe there are any reasonable adjustments we should be making to assist you with your application. If you feel that you have a disability which may affect your application, please let us know.

Please also let us know of any reasonable adjustments that we would need to make for you to attend an interview.

To comply with UK employment legislation the successful candidate will be required to provide documentary evidence of his or her eligibility for employment before starting work with the College. Potential applicants should note that this advertisement does not satisfy the requirements of the UK Home Office in relation to a sponsorship for a visa.

**Data Privacy**

Please note that any personal data submitted to the College as part of the job application process will be processed in accordance with the GDPR and related UK data protection legislation. For further information, please see: [GDPR Framework | Mansfield College, Oxford](https://mansfield.ox.ac.uk/)
**Benefits of working at Mansfield College**

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<tr>
<th>Annual Leave</th>
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<td>College employees enjoy a generous annual leave package of 25 days, pro rata in year of joining in addition to the College closed period (5 days at Christmas) plus Bank Holidays.</td>
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<th>Staff Meals</th>
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<td>College employees can benefit from a free meal while on duty during normal operations. Meal times are always a welcoming opportunity to meet fellow staff. Some posts come with specific dining rights which will be outlined in the contract of employment main terms and conditions.</td>
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<th>Pension Scheme</th>
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<td>We operate a contributory pension scheme which you will be auto-enrolled into (subject to the conditions of the scheme). Further details will be provided on appointment. This post is pensionable in OSPS.</td>
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<th>Family-friendly benefits</th>
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<td>The College follows the University of Oxford’s family leave schemes. With one of the most generous family leave schemes in the Higher Education sector, and a range of flexible working options, Oxford aims to be a family-friendly employer. [<a href="https://hr.admin.ox.ac.uk/family-leave#/">https://hr.admin.ox.ac.uk/family-leave#/</a>]</td>
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