Mansfield College
Job Description – Chef de Partie

Job Title: Chef de Partie

Reports to: Deputy Head Chef

Direct reports: Not Applicable

Liaises with: Kitchen Manager, Kitchen staff, Front of House staff, Domestic Bursar and other departments as required

Main Purpose of the Post:
The Chef de Partie 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.

Duties Include:

- Prepare, present and cook high quality, fresh dishes within College guidelines.
- Keep all working areas clean and tidy and ensure no cross contamination.
- Prepare mise-en-place for all relevant menus.
- Work without supervision and also as part of a 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.
- Assist with accepting deliveries and ensure the standards of goods received.
- Any other duties of a similar nature.

Person Specification:

Essential:

- High standard of culinary skills in all areas of the kitchen.
- 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.
- Appropriate qualification to NVQ level 3 or equivalent.
• Good management and organizational skills.
• A flexible approach to hours and duties.

Desirable:

• Knowledge of assisting staff to meet departmental targets.
• 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.

Mansfield College provides:

• Salary of £23,832 per annum based on a 40 hours per week shift, 5 days out of 7, Monday to Sunday and subject to annual cost of living awards.
• Participation in the College’s conference bonus scheme.
• Contributory pension scheme.
• 25 days annual leave, plus an additional 5 days leave during the College’s closed period over Christmas and the New Year and 8 days Bank Holidays.
• Free meals when on duty.

To apply:

Applicants should send; a full curriculum vitae; a letter stating how their skills, experience and interests equip them to take this role and the names of two referees.

Applications should be sent to: Nick Clements, deputy.domesticbursar@mansfield.ox.ac.uk

The closing date is 12 Noon, Friday, 15th February 2019

Interviews are expected to take place w/c 25th February 2019.

Applicants are also asked to complete the Recruitment Monitoring form and return it by post to Nick Clements, Deputy Domestic Bursar, Mansfield College, Mansfield Road OX1 3TF.

For more information about the role only please contact:
Lee Browning, Kitchen Manager – 01865 222715 – kitchen.manager@mansfield.ox.ac.uk