Job title | Chef de Partie  
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Department | Kitchen Team  
Location | Mansfield College, University of Oxford, Mansfield Road, Oxford OX1 3TF  
Salary | £24,625 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 available immediately. We have a generous annual leave and conference bonus package with this role.  

The role

An exciting opportunity for a passionate Chef de Partie to join a dedicated catering team at Mansfield College. The Chef de Partie is responsible under the supervision of the Head Chef, for providing excellent 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 with 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.

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. Its membership comprises approximately 40 governing body fellows, 240 undergraduates, 180 graduates and 40 visiting students. This small size engenders friendly and close relationships not only amongst undergraduates, but also between Junior (undergraduate), Middle (graduate) and Senior (tutors) Common Rooms.

Our Principal since September 2018 is Helen Mountfield QC, a prominent specialist in administrative, human rights and education law.
Mansfield’s roots are in the Nonconformist tradition, and since the 1880s Mansfield has prided itself on offering previously excluded constituencies access to an Oxford education. This history is reflected in our current diverse and inclusive culture. We provide a respectful, progressive and collaborative environment, in which tutors and students work together to achieve academic excellence and sustain a supportive and lively community. Mansfield is also well known for its pioneering work on widening access to Oxford and its plural and diverse student body. You can read more about this here: https://www.theguardian.com/education/2020/mar/24/one-oxford-college-has-96-of-students-from-state-schools-how-did-they-do-it

Mansfield’s ethos of inclusivity and valuing the contributions of diverse voices, is one shared by academics, students and staff alike, and forms a culture of welcome from which we are growing initiatives that target the specific challenges involved in welcoming all. In 2020 we were extremely proud to become a College of Sanctuary within the University of Sanctuary scheme, the first along with Somerville College.

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.
- Prepare and cooks a variety of dishes in a timely manner, developing new recipes as well as in accordance with College recipes.
- 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.
- Support the Head Chef with all operational aspects of the culinary function.
- Carry out any other reasonable requests from the Kitchen Manager.
Selection criteria

Essential:

- Appropriate qualification to NVQ level 3 or equivalent.
- High standard of culinary skills in all areas of the kitchen with demonstrable experience.
- Demonstrable knowledge of current Health and Safety legislation.
- 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 within a busy kitchen environment.
- Good awareness of seasonal food and working to high standards with fresh ingredients.
- Ability to work independently without supervision and as part of a team.
- Good management and organizational skills with the ability to meet deadlines.
- 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.

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)

All applications must be received by 5pm UK time on the closing date stated in the online advertisement.

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

Benefits of working at Mansfield College

**Annual Leave**
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.

**Staff Meals**
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.

**Pension Scheme**
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.

**Family-friendly benefits**
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. [https://hr.admin.ox.ac.uk/family-leave#/](https://hr.admin.ox.ac.uk/family-leave#/)