Mansfield College
Job Description – Deputy Head Chef

Job Title: Deputy Head Chef

Reports to: Head Chef

Direct reports: No direct reports, however the post holder deputises for the Head Chef in his/her absence taking sole responsibility for all Kitchen staff

Liaises with: Kitchen team, Front of House team, Domestic Bursar and other College departments as required

Main Purpose of the Post:
The Deputy Head Chef is responsible, under the supervision of the Head Chef, for day to day management of the kitchen and for ensuring the provision of high quality catering for academics, staff, students and visitors throughout the term and vacation periods.

Duties Include:

- Produce consistently high-class menus with a wide range of cuisines for College members and guests.
- Maintain checks for quality, consistency and presentation of food from the kitchen and at service, ensuring high standards are maintained at all times.
- Ensure all food cost controls are operating effectively and achieve budgeted food costs in line with College guidelines.
- Ensure a clean and safe work area, food hygiene and health and safety standards are followed and monitored and kept up to date in accordance with current legislation.
- Take responsibility for the stock control and rotation of all food items within the appropriate timescales.
- Responsible for communicating, training, recording and reviewing safe systems within the kitchen in accordance with current legislation and as directed by the Kitchen Manager, for example, food/equipment temperature checks.
- Organise daily tasks for the kitchen staff.
- Prioritise and delegate tasks to ensure forward planning of kitchen layout and food preparation.
- Ensure consistency for preparation, plating and serving of fine dining meals.
- Motivate, train and develop all members of the Kitchen team.
- Prepare mise-en-place for all relevant menus.

- Place daily/weekly orders with suppliers in the absence of the Kitchen Manager.
• Comply with College Security and Fire Regulations.
• Comply with Health and Safety, COSHH and all Food Safety legislation.
• Report maintenance, hygene and hazard issues to the Kitchen Manager.
• Any other duties of a similar nature.

Person Specification:

Essential:

• Proven ability to prepare and cook food to the highest standard.
• Good awareness of seasonal food.
• Strong leadership, management and organisational skills.
• Ability to work under pressure and take initiative in a fast paced environment.
• Minimum Level 3 Food Safety & Hygiene for Catering or equivalent.
• Must be punctual, dependable and flexible to work evenings, week-ends and throughout College term and vacations.
• Relevant experience of working in a college or restaurant with fine dining and banqueting.
• Effective interpersonal, oral and written communication skills.
• Knowledge of COSHH.
• Previous knowledge of Allergen legislation.
• Ability to stay calm and overcome any food production challenges.
• High standards of personal and food hygiene.

Desirable:

• Knowledge of assisting staff to meet departmental targets.
• Good sense of portion control and reduction of food wastage.
• Basic IT / computer skills.
• Positive attitude, reliable, enthusiastic and self-motivated.
• Proven work experience in delivering a consistently high level of customer service.

Mansfield College provides:

• Salary of £32,236 (University Grade 6, spinal point 5) 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.
• 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 for this Role:
Please send a CV and covering letter to Nick Clements at: deputy.domesticbursar@mansfield.ox.ac.uk
Closing date for applications is 12 Noon, Friday 28th June 2019.
Interviews are expected to take place between 2nd and 5th July 2019.