

## **JOB DESCRIPTION**

<b>Job title</b>	Commis Chef
<b>Department</b>	
<b>Location</b>	Oriel College, Oriel Square, Oxford OX1 4EW
<b>Salary</b>	£28,000 per annum
<b>Hours of work</b>	Full-time, 40 hours per week
<b>Contract type</b>	Permanent
<b>Reporting to</b>	Head Chef

### **Main Duties of the Role:**

- The appointee will work towards achieving a Level 2 Commis chef qualification with HIT training.
- Assist the chefs with preparing high quality dishes as required by the college, including events such as conferences, weddings & college feasts.
- To follow all health and hygiene regulations, with attention to safe working practices as outlined by the college.
- Report immediately all damages, breakdowns, defects to equipment, utensils and fabric of working environment to the kitchen management team.
- To be aware & follow the college's allergy systems and procedures and be able to communicate queries on allergy content correctly.
- Works on own initiative.
- Ensure all HACCP procedures are in place & monitored across the college site.
- Maintain the highest standards of personal hygiene and presentation, wearing the appropriate protective clothing.
- Undertake staff training as required by the Head Chef.
- Support the Head Chef with all aspects of the catering business and undertake any other suitable tasks as required by the Head Chef.
- Ensure security for both self and all departments.

### **Selection criteria**

#### **Essential:**

- Clean smart appearance
- Good interpersonal skills & communication skills
- Good written and spoken English
- Hardworking and reliable

- Passionate about food & cooking
- Ability to remain calm under pressure
- Self-motivated & conscientious
- Methodical with good attention to detail
- Willing to be flexible as part of the team – hours will vary due to the needs of the business
- A willingness to progress and develop to achieve personal goals
- Be computer literate
- GCSEs in math's & English (Grade 4 & above)

### **Desirable:**

- Experience in a busy kitchen environment
- GCSE food technology

### **About Oriel**

Oriel College is the 5<sup>th</sup> oldest Oxford College of the 39 self-governing and independent colleges within the University of Oxford and the oldest Royal Foundation; in 2026 we will be celebrating our 700<sup>th</sup> birthday. Described by our students as 'the perfect size', with around 600 students we're slightly smaller than the average Oxford college, and our community is tight knit and friendly. Oriel brings together a world-class academic community of leading academics and researchers with high achieving and motivated students, underpinned by around 120 people working in the professional support teams.

Located right in the middle of Oxford in beautiful buildings, the College has a rich history and has been home to Saint John Henry Newman, Saint Thomas More, Sir Walter Raleigh and two Nobel Laureates, amongst many other influential thinkers.

For more information about Oriel College, please visit <https://www.oriel.ox.ac.uk/>

### **Pre-Employment Screening**

All appointments are subject to proof of the candidate's legal right to work in the UK and receipt of satisfactory references.

You will also be asked to complete a health declaration so that you can tell us about any health conditions or disabilities for which you may need us to make appropriate adjustments.

### **Data Protection**

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.

*The College exists to promote excellence in education and research and is actively committed to the principle of equality of opportunity for all suitably qualified candidates.*

## **Employee Benefits\***

- 38 days holiday (including bank holidays)
- Pension scheme
- Employee Assistance Programme
- Free lunch on each day worked (when the kitchen is open)
- Travel loan scheme (bus and bike)
- Free eye tests and a contribution towards new lenses/glasses if your prescription has changed (for VDU users)
- Flu jab (reimbursement)
- Staff social events
- Free entrance to The University of Oxford Botanic Gardens
- Free entrance to Harcourt Arboretum
- Free membership (via application) to Wytham Woods
- Free access to visit the 45 Colleges that make up Oxford University plus University Libraries
- Free membership of the University Club (social, sporting and hospitality club)
- Free entrance to University museums

## **Retail**

- 10% discount at Ashmolean Museum Café and shop
- 10% discount at Bodleian Library shop
- 10% discount at OUP bookshop
- 15% off at Blackwell's bookshop in Oxford
- Discounts online and in local shops via following the link <https://hr.admin.ox.ac.uk/discount-codes>
- Discounts on over 100 national brands by applying for a FREE TOTUM Discount card
- Discount on retail, food and fitness via applying for a UNiDAYS account
- Discount on retail, food and fitness via applying for a Student Beans account
- Discount at Howdens Oxford quoting Oxford University

## **Fitness**

- Discounted membership to University sports facilities, Iffley Road
- Discounted membership to the University Club, Mansfield Road (social, sporting and hospitality club)
- Up to 30% discount at various gyms via student membership app UNiDAYS

## **Healthcare**

Discounted private healthcare via Eduhealth <https://www.eduhealth.co.uk/oxford-university>

## **IT Software**

- Free Office 365 software download on up to five devices
- Free antivirus software

## **Training and Development**

- Free access to hundreds of online training courses

\*Please note that with the exception of holidays and pension provision, the benefits listed are non-contractual and may be subject to change or withdrawn.