

JOB DESCRIPTION

Job title	Chef de Partie
Department	Kitchen
Location	Oriel College, Oriel Square, Oxford OX1 4EW
Salary	£31,885 (pay award pending)
Hours of work	40 (straight shifts rota pattern)
Contract type	Permanent

Reporting to Head Chef / Senior Sous Chef / Sous Chefs

Overview of the role

The role is responsible for preparing and cooking high-quality dishes for the college's day-to-day catering and special events, including conferences, weddings and college feasts. The postholder will work to college recipes while contributing to new menu ideas, ensuring food is produced efficiently and to a consistently high standard.

Responsibilities

- Prepare high quality dishes as required by the college, including events such as conferences, weddings & college feasts.
- Prepare & cook a variety of dishes in a timely manner, follow college recipes & develop new recipes.
- 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 colleges allergy systems and procedures and be able to communicate queries on allergy content correctly.
- Works on own initiative, on occasion taking charge of a shift in the absence of the kitchen management team.
- 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 to undertake any other suitable tasks as required by the Head Chef.
- Ensure security for both self & all departments.

Selection criteria

Essential:

- Clean smart appearance
- Good interpersonal skills & communication skills
- Able to work effectively in a team
- Good written and spoken English
- Hardworking and reliable
- Passionate about food & cooking
- Methodical with good attention to detail
- Have the ability to produce a wide variety of dishes, including vegetarian, vegan & desserts
- Willing to be flexible as part of the team
- A willingness to progress & develop to achieve personal goals
- City & Guilds NVQ level 2 or equivalent
- Be computer literate and use IT programs such as Kinetics

Desirable:

- Experience in a similar environment
- Michelin or AA rosette experience
- Certificate in advanced food hygiene
- City & Guilds NVQ level 3 or equivalent

About Oriel

Oriel College is the 5th 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 700th 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 5 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.