



JOB DESCRIPTION AND SELECTION CRITERIA

Third Chef

Department	Catering
Salary	£33,393 per annum, based on previous skills and experience.
Hours	41.5 per week (with an additional daily paid daily break of 30 minutes, notional 44-hour week) on a rota basis to include weekends and bank holidays.
Contract type	Permanent following satisfactory completion of six-month probationary period.
Reporting to	Head Chef
Contact	Head Chef, Sous Chefs, Kitchen Porters, Chef de Partie, Head Butler, SCR/Hall staff, Fellows
Additional information	<p>The post holder will be entitled to take a free lunch when on duty and the kitchen is open.</p> <p>This position involves some weekend shifts as per roster. This position does not attract overtime.</p> <p>Annual leave entitlement will be 30 days including the College's closed periods of five days at Christmas, plus bank/public holidays. Due to operational requirements, you may be required to work on any of the bank holidays, for which time off in lieu will be provided.</p> <p>The Colleges operates a contributory pension scheme (subject to eligibility).</p> <p>A uniform is provided</p> <p>Parking is not available; however the College provides a bus pass scheme and a designated area for bicycles.</p>
Start date	As soon as possible
Standards	 <p>We are a certified Oxford Living Wage employer</p>  <p>INVESTOR IN PEOPLE</p>

Wadham College

Wadham is one of the largest of the colleges of the University of Oxford, with approximately 450 undergraduates, 170 postgraduates, around 70 Fellows and over 100 staff. Founded in 1610, Wadham celebrated its 400th anniversary in 2010. It has an annual turnover of some £10M and reserves in excess of £100M.

Wadham attracts undergraduate and postgraduate students from a wide range of backgrounds thanks to its informal atmosphere, academic strength, historic environment and the open-minded, progressive and socially aware attitude of its community. Wadham College is proud to be a Living Wage employer and has been awarded Investors in People since 2003.

The College's Governing Body consists of the Warden and Fellows and is chaired by the Warden. From 1 September 2021 Robert Hannigan (Classics, 1983) became the new Warden and was Director of GCHQ, the UK's largest intelligence and cyber security agency from 2014-2017.

Further information about Wadham College can be found at www.wadham.ox.ac.uk

General Overview

The Third Chef is responsible under the supervision of the Head Chef for providing the highest standards of catering, hygiene and cleanliness. This is a supervisory role, and the successful applicant will be expected to support the Head Chef and Sous Chefs in the management and supervision of the kitchen team. You'll work 2288 annualised hours per annum, based on a notional 44-hour week.

This role requires a motivated individual with experience in catering and a passion for working with food. You will be involved in the planning and preparation of a range of quality food within the College. The post-holder will work as part of a busy kitchen team and be expected to provide cover during colleagues' absence and for events.

Responsibilities/Duties

1. To work as part of the kitchen team under the direction of the Head Chef or deputy, producing the highest standards of food for routine daily catering and for special events according to menus.

Events that are catered for could include:

- Formal three or five course meals
- Weddings and conferences
- Meals for academic Fellows
- Staff and student meals
- Buffet lunches

2. To supervise during the absence of the Head Chef and Sous Chefs, leading by example and setting the pace and standards.
3. To communicate and liaise with any other members of the kitchen management team to ensure the effective running of the kitchen.
4. In the absence of the Head Chef and Sous Chefs, to work within agreed food budgets ensuring food and food related products are purchased from nominated suppliers to achieve food cost controls, ensuring minimum wastage and quality controls.
5. As a member of the management team, to maintain discipline in the kitchen, and to set and maintain the highest standards of personal hygiene, cleanliness and presentation ensuring that staff wear appropriate uniform at all times.
6. Prepares and presents meals for College and private events with support from the Kitchen management team.
7. Plays a key role in determining how food should be presented and creates decorative food displays.
8. Ensures that work is completed in a timely manner in accordance with recipes or under the direction of the kitchen management team.

9. To comply with the Food Safety Act and General Food Hygiene Regulations.
10. To comply with Health and Safety Regulations including COSHH.
11. To undertake any necessary job-related training.
12. To ensure minimum kitchen wastage.
13. To ensure the security of stores, kitchen premises and equipment.
14. Behave in an appropriate professional manner to all members of College, visitors and staff.
15. To be flexible and willing to help colleagues when required.
16. To undertake any other tasks commensurate with the role as may be required by the Head Chef or his deputy.

PERSON SPECIFICATION

Essential

1. NVQ Level 2 catering qualification (City and Guilds 7061/7062) or equivalent.
2. Demonstrable experience of working in a similar catering role or kitchen environment.
3. A passion for food and food service.
4. Confidence and adaptability in a kitchen environment.
5. Experience of working in a team.
6. Ability to communicate well with people at all levels.
7. Ability to work under pressure.
8. Attention to detail.
9. To problem solve using initiative within bounds of competency
10. Ability to follow and carry out management instructions
11. Good numeracy and literacy skills.
12. Ability to work flexibly in line with the demands of the role.
13. Reliable and trustworthy.
14. Presentable appearance.

Desirable

1. Knowledge of basic H&S and Fire Regulations
2. Food hygiene and H&S qualifications/certificates
3. Previous experience of supervising staff
4. Previous experience of large institution working, e.g. schools, colleges, hotels etc.
5. Previous experience of manual handling and COSHH

APPLICATION PROCESS

Applicants are asked to complete an application form, including the contact details of two individuals willing to act as referees:

1. The first referee should be the applicant's current or most recent a former line manager, Head of Department or someone with supervisory responsibilities
2. The second referee should ideally be a former line manager, Head of Department or someone with supervisory responsibilities from a different establishment than the first referee.

Applicants should ensure that they outline the reasons for their interest on the application form and the qualities they feel would make them particularly suitable for this position. Applications will be judged on their completed application form and how they meet the selection criteria outlined above.

Please can you complete an equal opportunities survey form which can be found online at: [Equality & Diversity Monitoring Form 23-24 \(onlinesurveys.ac.uk\)](https://onlinesurveys.ac.uk). If you would prefer a printed copy then please contact the HR Department at vacancies@wadham.ox.ac.uk or on 01865 277900.

The deadline for receipt of applications is 12 noon on Wednesday 13 March 2024. Shortlisted applicants will be notified thereafter for interview and all applicants will receive a response as soon as possible (usually within three weeks). Applications should be sent to: vacancies@wadham.ox.ac.uk or alternatively the HR Department at Wadham College, Parks Road, Oxford, OX1 3PN.

Special Arrangements

The College welcomes applications from candidates who have a disability. These documents will be made available in large print, audio or other formats on request. Applicants invited for interview will be asked whether they have any special requirements to make the interview more convenient and effective for them.

Data Protection

Information regarding the way we process your personal data, as part of the General Data Protection Regulation (GDPR) and Data Protection Act, can be found at on our website at: [GDPR Framework \(ox.ac.uk\)](https://www.wadham.ox.ac.uk/gdpr-framework). This includes a copy of the Privacy Notice for Job Applicants.

Wadham College Equality Statement

Subject to statutory provisions, the aim of our policy is to ensure that no applicant, student, or member of staff will be discriminated against on the basis of age, disability, gender reassignment, marriage or civil partnership, pregnancy or parenthood, race, religion or belief, sex, or sexual orientation, or be disadvantaged by conditions or requirements which cannot be shown to be permitted by law.

Values Statement

Wadham has a cherished tradition of being at the forefront of advancing equality of opportunity, and celebrates vigorous debate, independent thought, and academic excellence. We seek to create a welcoming, accessible, and secure environment in which to work, study, live, and visit. Our community embraces people of all ages, backgrounds, races/ethnicities, nationalities, beliefs (including religious beliefs), genders, sexualities, dis/abilities, and appearances. This inclusiveness, underpinned by mutual respect and consideration, enriches us all.

BENEFITS OF WORKING AT WADHAM COLLEGE

Training and Development Opportunities	Further details can be found at: https://pod.admin.ox.ac.uk/learning-and-development-opportunities-professional-services-staff-0
Free Staff Meals	If you work longer than a 6-hour shift then you are normally entitled to one meal on duty free of charge at the main College site (Parks Road) if the kitchen is open and operational. It is up to the Head of Department whether this is breakfast, lunch or an evening meal. Please be aware that there is no cash equivalent or allowance for meals missed or when the kitchen is closed.
Employee Assistance Programme (EAP)	An EAP is a confidential employee benefit designed to help you and your immediate family deal with personal and professional problems that could be affecting your home life or work life, health, and general wellbeing. A 24/7 helpline is available to assist you which can provide counselling support as well as a smartphone app and wellbeing portal to access further information.
Corporate Discounts (through the University of Oxford)	Below is an example of the discounts available (this list is not exhaustive) <ul style="list-style-type: none"> • 10% discount in some University shops • Free entry to Oxford colleges and libraries which charge for admission • Discounted computer software from the University Computing Service • Free access to the University Botanical Gardens • Discounted membership of the Iffley Road gym and swimming pool
Pension	The University offers generous occupational pension schemes for eligible staff members. Opportunity to join the Oxford Staff Pension Scheme (OSPS). Details are available online at: https://finance.admin.ox.ac.uk/osps Current pension contributions are: <ul style="list-style-type: none"> • 19% Employer (Wadham): • 4%,6% or 8% Employee: General information about university pensions can be found at: https://finance.admin.ox.ac.uk/pensions
Staff Entertainment	The College arranges social events including charity raffles, coffee mornings, cake sales, quiz nights, staff Christmas party and children's Christmas party.
Travel	The College provides a bus pass scheme, designated area for bicycles and operates a cycle to work scheme. Full details are available from the College.
Access to Wadham Gardens and Leisure Facilities	Staff may use the gardens at Wadham, sports ground pitches and tennis courts (located on Marston Ferry Road, Oxford). Wadham College hires a punt annually from the Cherwell Boat House which staff are permitted to hire for a small fee and a squash court is also available within the College. The University Club provides social, sporting and hospitality facilities. It incorporates a Club bar, a cafe and sporting facilities, including a gym.

Nurseries and childcare	The University offers quality childcare provision services at affordable prices to College staff. For full details about the services offered, please visit Home Childcare Services (ox.ac.uk) . Due to the high demand for nursery places there is a long waiting list, although Wadham offers a limited number of places on a sponsored priority scheme to help reduce the waiting time.
Private Medical Insurance	The Oxford Colleges' Healthcare Scheme is available to eligible staff and further details are available from the College. Members of staff are expected to contribute to the scheme.
Discounted Guest Rooms	Staff may on occasion book a room at Wadham College, subject to availability. Staff are entitled to receive a discount on accommodation during our College vacation periods, subject to terms and conditions.