

HEAD CHEF
FURTHER PARTICULARS OF THE POST
WOLFSON COLLEGE, UNIVERSITY OF OXFORD

HEAD CHEF JOB DESCRIPTION

Job Title: Head Chef
Department: Catering and Events
Reports to: Head of Catering and Events

Introduction

Wolfson College is one of the largest and most exciting world-class graduate colleges in the University of Oxford, with over 800 students from 75 different countries, nearly 300 fellows, over 100 staff, and 800 Common Room members. It has a strong egalitarian and democratic ethos and is increasingly known as one of the most energetic, innovative, and welcoming scholarly communities in Oxford.

The Head Chef at College is expected to lead the development and delivery of innovative, exciting, and high-quality food, from a variety of outlets, including the College dining hall, café, buttery and conference venues. He or she will also deputize for the Head of Catering and Events whenever necessary.

This is a rare opportunity for an experienced Head Chef to make a difference to some of the most talented students and fellows in the world. As a visionary culinary leader, your passion for food, expert eye for detail, first class management of the kitchen and its staff and commercial acumen will ensure that the team delivers consistently outstanding services across the College and in a range of formats, including daily lunch and dinner for up to 200, formal dining for 120 on a weekly basis, VIP events, commercial events, buffets and small prestigious lunches.

Main purpose of the role:

- To be directly responsible for the development and delivery of first-class food through professional day-to-day management of the kitchen.
- Through the employment of motivational leadership, industry knowledge and experience to ensure that the food services are delivered to various College outlets, on time, to budget and to the highest standards.
- To work with the wider College community to develop food offers which:
 - Focus on meeting the needs of the students, fellows, staff, Common Room members, and guests and visitors.
 - Have a strong health and wellbeing focus.
 - Deliver unrivalled College event / function catering.
 - Are seasonal, sustainable and represent a good return on investment.
- To work in collaboration with the Head of Catering and Events to ensure that the kitchen and front-of-house teams deliver a seamless service across all requirements.
- To ensure that the kitchen operates in a safe manner and that the highest standards of hygiene and cleanliness are adhered to at all times

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College policies that guide this role:

The Head Chef is expected to ensure the following policies are integrated, and that high levels of compliance are attained: risk assessment and health and safety measures, food safety, anti-bribery, allergens, COSHH, gifts and hospitality, financial, human resources, and equality.

The current map of College services:

Please note: the holder of this post is expected to be flexible as the business develops. This is indicative of the current position only.

Conferences and Events

- All year around
- Evening and weekend functions.
- 11 meeting rooms with private dining space for up to 200
- Exceptional outdoor space including private river harbour

Summer Bed and Breakfast

Mid-June to Mid-September

- Maximum: 80-90 pax
- Minimum: 10 pax
- 7 Days per week

Common Room

Complimentary tea and coffee served during set times Mon -Fri

Student and charitable events held some evenings and weekends

College Functions

- Every Thursday, 3 courses plus cheese for 70-120 covers (plated service)
- Meetings/working lunches
- Student formal dinners for 150 covers (3 per item)
- Graduation events, 10 to 12 per year: 150 cover buffet
- Fellows' formal dinners
- Fundraising events
- Alumni events
- Academic events



Central Kitchen

Café

Open 5 days per week
Monday to Friday: 08:00 – 16:00

Sandwiches, Cakes and Coffee

Informal Hall

Monday to Friday
No Breakfast Service
Lunch 12:00 – 14:00
Term time: 150 covers
Outside term time: 80-100 covers
Dinner: 18:00 – 19:30
Term time: 120 covers
Outside term time: 80 covers

Saturday
Brunch only: 09:30 – 11:30

Sunday – No services

Main tasks of the role

Food production, innovation and quality

The main task of the role is to produce world class food for the world's leading academic community. As a minimum the food offering needs to meet the following criteria:

- Freshly made, appealing, with plenty of choice and variety throughout the week.
- Promoting healthy diet, sustainable and where possible sourced locally, including the College garden.
- Multicultural dishes suitable for various diets, including allergies and intolerances.
- World class fine dining menus rivalling award-winning restaurants.

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- Focus on vegetarian and vegan dishes supporting the University aim for a significant reduction in red meat consumption.

Training and development

The College operates a policy of continuous learning and development. The Head Chef is responsible for:

- Ensuring that the relevant online training modules are completed by the whole brigade within the agreed timeline.
- Completing staff appraisals and ensuring that the outcomes are both factored into the departmental training plans and measured regularly throughout the year, to ensure that progress is maintained.
- Provide continuous on-the-job coaching and training for the brigade.
- Keeping abreast with the latest trends in the industry and attending relevant courses as required.

Finance Management and cost control

The Head Chef is responsible for managing the kitchen expenditure and supports the Head of Catering and Events in achieving the department financial budget.

- Working within the set budget for payroll and FCOS.
- Working with the College procurement partner to ensure that all orders are placed with the nominated suppliers, using contracted products and prices.
- Managing stock and ordering professionally to ensure that minimum stock levels are held.
- Ensure that all menus are fully costed and priced appropriately before they are implemented.
- Rota according to demand and minimising the use of agency staff.

Food hygiene and health & safety

The Head Chef is responsible for ensuring that all personal responsibilities are met under food safety and health & safety legislation. The College leadership team expect that the Head Chef will lead, develop and implement a culture of safety within the kitchen, and where current practice or legislation require, to create systems which ensure that the department operates to the best industry safety standards. As a minimum, the following is required:

- A kitchen induction training plan for new team members and agency staff.
- Full implementation of the College HACCP procedures and record keeping.
- Diligent temperature monitoring and recording.
- Annual training for the brigade.
- COSHH data sheets and chemical usage.

Leadership

The College recognises that the Head Chef is a pivotal and important member of the support staff leadership team. Through his or her personal example and by sharing industry best practice, the Head Chef is expected to:

- Be a proactive and positive member of the support staff leadership team.
- Inspire the team to develop, grow and have fulfilling careers.
- Drive high levels of productivity.

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- Originate, coach and develop an apprenticeship training programme.
- Mentor the team.
- Lead the kitchen health & safety agenda as part of the College health & safety team.

Selection criteria

Qualifications and experience

- A proven track record and solid experience as a Head Chef in an organisation of similar size.
- Experience must include fine dining in one of the following: contemporary British restaurant with awards; a 4 or 5-star hotel restaurant with a fine dining restaurant and banqueting service; an institutional environment the same or similar to an Oxford or Cambridge college.
- One of the following:
 - City & Guilds 706 1/2.
 - NVQ Level 3 and above.
 - Culinary arts degree.
 - An excellent advanced food hygiene qualification.
- An excellent knowledge of all regulations pertaining to the supply of catering services.
- A commitment to sustainability and evidence to support this.
- A proven ability to train and develop kitchen staff.

Abilities, skills and personal qualities

- Strong, emphatic and inspiring leadership style.
- Excellent organisational and communication skills.
- Visionary and creative in your leadership and craft.
- Able to lead and think clearly when under pressure.
- Through excellent analytical skills, able to support others.
- A professional approach with high levels of attention to detail.
- Approachable to all, including students, fellows, staff, colleagues and clients.

Terms and conditions:

Appointment:	The start date of the post is flexible depending on finding the right candidate. It is full-time and permanent with 6 months' probation.
Hours:	45 hours per week on average and such hours as are required for the proper performance of duties, there is a 30-minute unpaid lunch break. Work is on a rota basis, including public holidays and weekends. Overtime may be required to cover holidays and other absences. Time off in lieu may be given on such occasions.
Annual Leave Entitlement:	39 days <i>pa</i> including Bank Holidays for full time positions. The holiday year runs from 1 October to 30 September.
Salary:	The salary is in the range from £45,000 to £55,000 per annum for full time work, commensurate with qualifications, skills and experience.
Benefits:	Benefits include excellent workplace pension scheme, generous holiday allowance including Christmas and Easter breaks, free parking, free lunch within allowance when on duty.

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Notice period:	1 week during probation, 3 months thereafter.
Other conditions	The post is subject to obtaining satisfactory references, a satisfactory completion of the health questionnaire, satisfactory completion of the right to work check, and signing a contract of employment.

Equality of opportunity

The Equal Opportunities policy of the College requires that all staff are offered equal opportunities within employment. Entry into employment will be determined only by personal merit and the application of criteria related to the post. Subject to statutory provisions, no applicant will be treated less favourably than another because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.

Data Protection

All data supplied by candidates will be used only for the purposes of determining their suitability for the post and will be held in accordance with the principles of the Data Protection Act 2018 and the College Data Protection Policy (available on the website at <https://www.wolfson.ox.ac.uk/data-protection-statement>)

APPLICATION:

Applications should be emailed to recruitment@wolfson.ox.ac.uk and must include:

- an application form completed in full
- a covering letter which explains why you are interested in this post, why you would be a suitable candidate (referring to the selection criteria) and why you are leaving your current employment

We will contact your referees at the shortlisting stage unless you make it clear in your application that you do not wish us to do so. We regret that we will not be able to consider incomplete applications.

The closing date is midday on 31 January 2021. It is expected that interviews will be held in the week commencing 1 March 2021.

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