

## **CASUAL CHEF**

### **FURTHER PARTICULARS OF THE JOB**

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**Job Title:**

Casual Chef

**Main Purpose of Job:**

To assist the Head Chef and Second Chefs in providing first class food for students, academics and commercial guests.

**Relationships:**

1. Responsible to: Head Chef and Senior Second Chef
2. Liaison with: other members of the kitchen team

**Main Tasks of Job:**

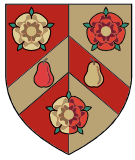
1. To support Head Chef and Senior Chefs by assisting in producing consistently high-quality meals;
2. To produce menus as and when required;
3. To work on servery when required;
4. To work in compliance with the College assured safe catering policy;
5. To adhere to Health and Safety, Food Hygiene and COSHH regulations;
6. To work without direct supervision when required;
7. To work on your initiative after direction from Head Chef/Second Chef;
8. To work with and give instructions to more junior chefs;
9. To assist in keeping all sections of the kitchen tidy ensuring that all food is stored correctly;
10. To assist in appropriate record keeping;
11. To attend training courses as required.
12. To exercise care in the treatment of all personal, confidential and sensitive data to which the post holder has access and for which he/she has responsibility and to ensure that such information is not disclosed to any unauthorized person.

## PERSON SPECIFICATION

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b> <b>Knowledge</b> <b>Skills</b> <b>Experience</b>	<ul style="list-style-type: none"> <li>• Strong interest in and drive to excel in cooking</li> <li>• At least 1 year of cooking experience in a commercial setting</li> <li>• Good numeracy and literacy</li> <li>• Knowledge of food allergies</li> </ul>	<ul style="list-style-type: none"> <li>• NVQ Level 2 in Professional Cookery</li> <li>• Basic Food Hygiene Certificate</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Trustworthy</li> <li>• Reliable – good time keeping</li> <li>• Clean and tidy appearance</li> <li>• Professional approach to duties with high attention to detail</li> <li>• Ability to remain calm and focused under stress</li> <li>• Physical stamina to perform the duties to high standard</li> </ul>	<ul style="list-style-type: none"> <li>• Good organisational and communication skills</li> </ul>

## TERMS AND CONDITIONS:

<b>Appointment:</b>	This is a casual post and available immediately.
<b>Hours:</b>	Work will be offered as required.
<b>Rate of Pay</b>	£14 per hour, which includes a basic rate of £12.50 per hour and a holiday equivalent of £1.50 per hour.
<b>Notice period:</b>	If you cannot attend for work which you had already agreed to attend you are required to give as much notice as possible to the Head Chef.
<b>Other conditions</b>	Work will be offered subject to providing evidence of the right to work in the UK, completion of the health questionnaire and signing a contract for casual work.



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### **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 1998 and the College Data Protection Policy (available on the website at <https://www.wolfson.ox.ac.uk/policies/data-protection-policy>)

### **APPLICATION:**

Applications should be emailed to [recruitment@wolfson.ox.ac.uk](mailto:recruitment@wolfson.ox.ac.uk) and should include:

- an application form completed in full.
- a covering letter which explaining why you are interested in this post, how you meet the selection criteria, and any relevant circumstances affecting your availability.

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.

***There is no closing date for this vacancy. Applications will be assessed as they arrive and suitable candidates invited to interview. Early application is advised.***