

## **COMMIS CHEF**

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

---

**Job Title:** Commis Chef

**Main Purpose of Job:**

To assist the kitchen team with providing first class food for students, academics and commercial guests. To maintain the cleanliness of the kitchen and all store areas in line with the College guidelines.

**Relationships:**

1. Responsible to: Executive Chef/Head of Catering and Events
2. Liaison with: other members of the kitchen team

**Main Tasks of Job:**

1. To support Executive Chef/ Head of Catering and Events and senior chefs by assisting in preparation, presentation and service of food observing the standards of quality and portion control;
2. To assist in receiving, checking and storing of supplies;
3. To produce menus as and 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 Executive Chef/Head of Catering and Events and/or senior chefs;
8. To assist in keeping all sections of the kitchen tidy ensuring that all food is stored correctly;
9. To assist in appropriate record keeping;
10. To attend training courses as required;
11. To maintain a high standard of personal hygiene and appearance, including the wearing of protective clothing provided by the College;
12. To be willing to undertake any other duties as directed by the Executive Chef/ Head of Catering and Events;
13. To exercise care in the treatment of all personal, confidential and sensitive data to which the post holder has access.

## PERSON SPECIFICATION

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Strong interest in and drive to excel in cooking</li> </ul>	<ul style="list-style-type: none"> <li>NVQ Level 2 in Professional Cookery</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>At least 1 year of cooking experience in a commercial setting</li> </ul>	<ul style="list-style-type: none"> <li>Basic Food Hygiene Certificate</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>Good numeracy</li> </ul>	
<b>Experience</b>	<ul style="list-style-type: none"> <li>Adequate knowledge of English to ensure an understanding of spoken and written instructions and ability to communicate with colleagues and customers</li> <li>Knowledge of food allergies</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> <li>Ability to work flexibly during busy times, e.g., conferences or functions</li> </ul>	<ul style="list-style-type: none"> <li>Good organisational and communication skills</li> </ul>

## TERMS AND CONDITIONS:

<b>Appointment:</b>	The post is available from 1 March 2026. It is full-time and permanent with a standard 6 months' probation.
<b>Hours:</b>	Working hours are 42.5 hours per week, normally worked over 5 shifts a week, Monday to Sunday, no split shifts. There is an unpaid 30 minutes' lunch break. There will be occasional additional hours for which time off in lieu may be given.
<b>Annual Leave Entitlement:</b>	39 days including 8 Bank Holidays some of which you may be required to work.
<b>Salary and Benefits:</b>	<p>This job is Wolfson College Grade 2. The starting salary £27,197 per annum for full time work. This includes a basic salary of £25,467 per annum and the Oxford Weighting of £1,730 per annum. The Oxford Weighting element is not subject to any general increases to base salaries implemented on 1 August each year. Instead, the Oxford Weighting is reviewed regularly through an internal process. Following a review, the Oxford Weighting may be increased, reduced, cancelled, or may remain unchanged.</p> <p>The post comes with an entitlement to free meal within allowance while</p>

	on duty. Benefits include pension scheme, free parking subject to availability, interest free loans to purchase annual bus tickets and bicycles, subsidised access to the college's sports facilities, employee Assistance Programme.
<b>Notice period:</b>	1 week during probation, 4 weeks thereafter
<b>Other conditions</b>	The post is subject to obtaining satisfactory references, a satisfactory completion of the health questionnaire, providing satisfactory evidence of your right to work in the UK, 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 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 include:

- an application form,
- and a covering letter explaining why you are applying for the job, why you are leaving your current employment, and why you think you would be a good candidate.

The application should be sent by email to [recruitment@wolfson.ox.ac.uk](mailto:recruitment@wolfson.ox.ac.uk)

**The closing date for this vacancy is: 9am Monday 19 January 2026. We aim to hold interviews in the week commencing 26 January 2026.**