



## Chef de Partie

### Further Particulars

<b>Job title:</b>	Chef de Partie
<b>Hours:</b>	37.5 hours per week on a permanent basis, worked 5 days out of 7, including evening and weekend work. Hours of work will be in accordance with a rota, supplied by the Head Chef. Work patterns may vary between term-time and vacation periods to meet with the needs of the College.
<b>Salary:</b>	Up to £33,000 per annum inclusive of Oxford Weighting allowance
<b>Contract Type:</b>	Permanent
<b>Responsible to:</b>	Catering Manager

## Harris Manchester College

Harris Manchester is a college of the University of Oxford, with a radical tradition which it continues in the present day. Originally founded in 1786 in Manchester as a dissenting academy, it came to Oxford in 1889, and became a college of the University in 1996, changing its name from Manchester College to Harris Manchester College at that time. From the start, the College was distinctive in offering higher education to those who were excluded from the established English universities (at that time restricted to Anglicans) or other dissenting academies (often restricted to members of a particular denomination). Women were admitted from 1876, with the result that it was uniquely coeducational on its arrival in Oxford.

The College continues its tradition of radical inclusion today through a unique mission: it is the only college in the University of Oxford dedicated exclusively to admitting and supporting mature students (aged 21 years or over) at both undergraduate and postgraduate level.

The College is committed to breaking down the barrier of age in higher education. It provides a friendly, welcoming atmosphere and inclusive ethos, and pursues the highest standard of academic teaching, learning, and research in an environment which is fully supportive of Fellows, staff and students.

There are approximately 250 undergraduate and postgraduate students altogether, studying a wide range of subjects in the Humanities, Social Sciences, Engineering and Medical Sciences.

For further information on Harris Manchester, please visit the College website at <http://www.hmc.ox.ac.uk>.

## Overview of Post

The post holder will be part of a busy team that caters for the requirements of the College. They will be responsible for the daily production of food within the kitchen, ensuring that all meals produced, are in a timely manner and the quality of production and presentation are of the highest standards.

On occasions, the post holder will be required to work on their own as the duty chef, at these times they will be fully responsible for all aspects of food production, presentation, hygiene, health and safety within the kitchen.

## Key Responsibilities & Duties

- Prepare, cook and finish dishes to the Head Chef's specifications.
- Assist with menu execution for formal dinners, college events, alumni functions and conference business.
- Work to the menu provided and participate in the Menu design and planning.
- Work collaboratively with other kitchen sections to maintain efficient service flow.
- Follow and promote food safety, HACCP, allergen management and COSHH procedures; complete daily / weekly recording as required.
- Maintain cleanliness and order in the kitchen, cold rooms and storerooms; follow waste-management and stock rotation practices.
- Participate in team briefings, training and one-to-one meetings; cover reasonable duties as requested by senior chefs.
- Have a "can do" attitude to food production and all kitchen activities.
- Consistently strive to achieve the quality and standard set by the Senior Chef.
- Adhere to the Kitchen working procedures and follow all Health and Safety Instructions set out by Management.
- Always keep a high standard of personal Hygiene and cleanliness within the kitchen.

## Selection Criteria

### Essential

- Previous kitchen experience in a professional environment (minimum 6–12 months) with demonstrated ability to work a section under supervision.
- Basic knife skills and sound cooking techniques (poaching, grilling, sautéing, sauce finishing, roasting).
- Understanding of food hygiene and allergen awareness; Level 2 Food Hygiene desirable or willingness to obtain.
- Able to work under pressure, follow instructions and maintain consistent standards.
- Team player with good communication skills and a reliable, flexible approach to shift patterns.
- Right to work in the UK.

### **Desirable**

- Previous experience in institutional, contract or high-volume catering (colleges, universities, hotels).
- Formal culinary qualification (NVQ/SVQ, City & Guilds, or equivalent).
- Basic knowledge of portion costing, stock control and menu cards.

## **Appointment Procedure**

To apply, please submit a CV (maximum 3 sides of A4) and a covering letter to [hr@hmc.ox.ac.uk](mailto:hr@hmc.ox.ac.uk) which details how your skills, experience, and qualifications meet the criteria for the post. Please also include the details of two referees. For enquiries about the post, please contact the Head Chef Steven Ramli-Davies [steven.ramli-davies@hmc.ox.ac.uk](mailto:steven.ramli-davies@hmc.ox.ac.uk).

**Closing date for applications:** applications will be considered as they are received

## **Benefits and Conditions**

- Free meals when on duty
- Pension: You will have the option of joining a contributory staff pension scheme.
- Annual leave: 30 days plus bank holidays, normally to include the days when the College is closed at Christmas and Easter. The remainder are to be taken at a mutually agreed time, but normally outside of term.
- Termination of employment is by notification on either side of three months. This post is subject to a probationary period of six months.

## **Important Information for Candidates**

### **Data Privacy**

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. For further information, please see the College's data protection policy [here](#).

### **Equal Opportunity**

Harris Manchester College is an Equal Opportunity Employer. Conduct against fellow employees and College members which is offensive, or detrimental to them on grounds of age, colour, disability, ethnic origin, marital status, nationality, national origin, parental status, race, religion or belief, gender, or sexual orientation will not be tolerated.

### **Right to work in the UK**

The appointment will be subject to the satisfactory completion of proof of the right to work in the UK.