



EXETER COLLEGE, OXFORD

Chef de Partie

Salary: within a range £32,715 - £39,098 per annum

Further Particulars

Introduction

Exeter College, founded in 1314, is one of the oldest colleges in Oxford and is one of 38 separate, self-governing colleges that make up the University of Oxford. It is located on the corner of Broad Street and Turl Street in the heart of the city. The working environment is very congenial and Exeter has a reputation for being small and friendly, but it is also a busy institution with many competing calls on time and energy. The College is governed by a Rector and c. 60 Fellows, and has around 350 undergraduate students and 250 students engaged in post-graduate studies, many of whom are accommodated in College buildings.

The College currently has two main sites – the historic Quad on the Turl Street site, and the newer Cohen Quad on Walton Street – plus an accommodation annex on the Iffley Road.

Purpose and Objectives of the Post

The postholder will be part of a busy Kitchen team that caters for the requirements of the College. This includes mass student catering, as well as conference banqueting, and fine dining for events held within college.

Within the role, they will be responsible for daily food production within a particular section (sections may change from day to day), and will ensure that all meals are produced in a timely manner and to the required standards of quality and presentation. All work should be completed in compliance with Food Hygiene legislation, Health & Safety regulations, and College policies.

In addition, the postholder will have day-to-day contact with students and academic staff within the College, and the development of good working relationships both within the College and with external visitors and guests will be essential.

On occasion, the postholder may be required to work on their own as a Duty Chef, and during these times they will oversee all aspects of food production and presentation across the Kitchen as a whole, as well as ensuring that relevant health & safety and food hygiene legislation is adhered to.

The postholder will primarily be based in the main Kitchen, at our Turl Street site; however, as business requires the postholder may also be required to work at our Cohen Quad site.

Principal Responsibilities

Food production

1. To lead a designated section in the preparation of meals (breakfast, lunch and dinner) to a high standard, whether in part or in total, and to ensure that dishes are created in line with the recipe specifications and in a timely manner.
2. To ensure that the taste, quality and final presentation of all food is to the required standard.

3. To proactively contribute to the creation of interesting, nutritious, and healthy menu ideas (including the use of seasonal produce, where appropriate), and to assist with developing new workable concepts within budgetary constraints.

Stock control

1. In conjunction with other members of the team, to ensure the effective rotation of stock and all foodstuffs, including refrigerators and freezers.
2. To report low stock levels to the Head Chef, as appropriate.
3. To label, date and properly store all foodstuffs in appropriate storage areas.
4. To be equally responsible, with the other members of the Kitchen team, for monitoring and prevention of wastage or spoiling.
5. As appropriate, to conduct quality checks on goods received, and to properly store raw and cooked foodstuffs in accordance with food hygiene requirements.

Food Hygiene and Health and Safety

1. In conjunction with other members of staff, to ensure that the Kitchen area adheres to food safety legislation, including HACCP checks, stock rotation, and cleaning schedules
2. To carry out duties in adherence to the College Food Hygiene Policy, and current food hygiene and Health & Safety legislation.
3. To be aware of, and to follow, the College's allergy systems and procedures, and be able to answer queries on allergy contents correctly.
4. To be familiar with Fire Safety and COSHH policies of the College.
5. To work on a 'clean as you go' basis at all times in order to ensure that a high level of cleanliness is maintained in all areas of the Kitchen.
6. To maintain a high standard of personal hygiene, to wear a clean uniform, and to wear and use proper safety equipment at all times while on duty.
7. To report all accidents and hazards or maintenance issues immediately to the appropriate manager.

General

1. To maintain at all times a professional and harmonious working relationship with all Fellows, students, and members of staff with whom the postholder has contact, and in particular with those working in the Kitchen, Hall, SCR, and/ or Steward's Office.
2. To carry out on-the-job training of Apprentices or other trainees, in order to ensure that their potential is encouraged, and that their knowledge and use of safe and appropriate methods is maximised.
3. To report all machinery faults promptly to the Duty Chef.
4. To attend relevant courses as recommended by the Head Chef (or their deputy), including food allergen awareness training.
5. To constantly seek to improve their kitchen skills and product/service knowledge with a can-do attitude.
6. A commitment to demonstrating respect, courtesy and consideration within interactions with members of the College community.
7. To participate in the College's sustainability initiatives, and to bring to the attention of your manager any opportunities to reduce or eliminate any harmful environmental effects of the College's operations.

The above is not an exhaustive description and other requirements may emerge as necessitated by changing roles within Exeter College, and its overall objectives.

The postholder will be expected to carry out such other duties as the Head Chef or Second Chef may from time to time request, commensurate with the level and responsibilities of the post. The duties listed above may be varied from time to time without changing the essential character of the post.

Further Details

Department:	Kitchen
Responsible to:	Head Chef (or their deputy)
Liaison with:	Students, staff, conference guests, and other members of the collegiate body
Probation:	The initial appointment is subject to a probationary period of 4 months.
Location:	The role will principally be based at our Turl Street site in central Oxford. However, the postholder will also be required to work at our Cohen Quad site (in Jericho) whenever business needs require it.
Notice period:	One month
Salary:	starting salary will be within a range £32,715 to £39,098 per annum (inclusive of an Oxford Weighting allowance), depending on skills and experience.
Pension:	The postholder will be automatically enrolled in the Oxford Staff Pension Scheme (OSPS) unless they choose to opt out in writing.
Hours of work:	40 hours per week. Hours will normally be worked on the basis of 5 days out of 7 each week, and will include evening and weekend work, some split shifts (as needed), and work on some Bank Holidays. However, work patterns may vary from week to week (according to business need), and the postholder will be expected to work such hours as are reasonably required to carry out their duties to the satisfaction of the Head Chef.
Annual Leave:	38 days per annum. (This is made up of 25 days, plus 8 public/bank holidays, plus 5 days to be taken during any shut down period, which is normally the period between Christmas and New Year). The College reserves the right to require the postholder(s) to work on Bank Holidays which fall in Full Term, for which you will be given time off in lieu. All leave must be agreed in advance by the Head Chef.

Equity, Diversity & Inclusion

Exeter College is committed to equality and diversity, and to being a place where everyone belongs and is supported to succeed. We recognise how the diversity of our community enriches our ability to deliver on our academic mission.

We welcome applications from individuals from all backgrounds, including those under-represented within higher education. No applicant or member of staff shall be unlawfully discriminated against on the basis of

age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.

Employment with the College, and progression within employment, will be determined according to personal merit and the application of criteria related to the duties and conditions of the post. In all cases, the primary consideration will be the ability to perform the job.

Our commitment to equality and diversity goes hand-in-hand with our commitment to academic freedom and free speech.

The College's policies on equality and diversity are available from our website: <http://www.exeter.ox.ac.uk/equality-and-diversity/>

The prospective employee must be eligible to work in the UK, and the appointment will be subject to provision of proof of the right to work in the UK before employment commences.

How to Apply

The closing date for applications is **12pm noon on Friday 16 October 2026**.

Applications must include:

- (i) A completed application form to include the names and addresses (including telephone numbers and e-mail addresses) of two referees, one of whom must be the current, or most recent, line manager of the applicant. References may be taken up for shortlisted candidates: if a candidate does not wish for a reference to be taken up at that stage, this wish should be stated clearly in the relevant section of the application form;
- (ii) A copy of the applicant's CV.
- (iii) If appropriate, candidates may also include a covering letter providing any additional information that they may wish the panel to consider.

Applicants are also asked to complete and return a Recruitment Monitoring form (available from the College website), provided that they are happy to do so.

Candidates are encouraged to submit all application materials by email to vacancies@exeter.ox.ac.uk. If possible, applications should be submitted as one or more PDF file(s).

Interviews are expected to take place in Exeter College, Oxford, as soon as possible after the closing date.

Informal enquiries about this post may be directed in the first instance to the Head Chef (tel: 01865 279643). Any such enquiries will be treated in confidence and will not form part of the selection process.

The policy and practice of the College require that entry into employment within the College and progression within employment will be determined only by personal merit and the application of criteria which are related to the duties of each particular post and the relevant salary structure.

Data protection

All data supplied by applicants will be used only for the purposes of determining their suitability for the post. 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 in the Privacy Policy published on our website at <https://www.exeter.ox.ac.uk/governance/>.

PERSON SPECIFICATION

Category	Essential	Desirable
Qualifications	1. CIEH Level 2 Food Safety, or equivalent	1. NVQ Level 3 in Professional Cookery (or equivalent) 2. COSHH trained 3. Manual Handling trained
Experience	1. Significant experience in a similar food preparation role within a busy Kitchen environment. 2. Food preparation experience, ideally across a range of sections, and with a good understanding of various cooking methods, use of ingredients, equipment, and processes.	1. Demonstrable experience of applying flair and innovation to create an overall customer experience 2. Experience of working within a Kitchen in an Oxford college
Skills and knowledge	1. A proven ability to juggle multiple demands, manage competing deadlines and to remain calm under pressure 2. Outstanding interpersonal skills, including the ability to work with a wide range of people from a variety of backgrounds 3. Excellent verbal communication skills, including a good command of the English language (spoken) 4. Ability to work effectively as part of a wider team, as well as being able to work independently and on own initiative 5. Excellent attention to detail, and the ability to follow recipes accurately. 6. The ability to work in a safe and responsible manner, in line with food hygiene, health & safety, and other relevant UK legislation 7. Ability to support Apprentices and trainee chefs in their development.	1. Trained in food allergen awareness 2. Good knowledge of COSHH and HACCP 3. Staff supervision experience 4. Basic knowledge of stock ordering 5. Good written English language skills
Personal qualities	1. Polite and friendly 2. Proactive and focused on continuous improvement, particularly in identifying customer needs and finding ways to meet them	