



St John's College
Oxford

Apprentice Chef – Further Particulars

About St John's College

St John's College is one of the larger colleges within the University of Oxford. Founded in 1555 by Sir Thomas White, the College is a long-established member of the thirty-eight colleges of Oxford University. Like all colleges, it is an independent, self-governing establishment, which functions both as an academic institution and as a social and residential centre for its members. The College has around 650 students and 100 Fellows. For further information about the College, please visit our website at www.sjc.ox.ac.uk.

Overview of the Role

Along with catering for students, staff and Fellows of the College, St. John's caters for private weddings, dinners and external conferences.

The post holder will be required to work within a large brigade of chefs, in various food production areas of College.

The successful candidate will be interested in providing high-quality catering in a busy professional kitchen.

This is a fixed-term contract for 3 years.

Main Duties

General

- Assist the Chefs in the preparation of food to the highest standard
- Adhere to portion and waste controls
- Complete a variety of tasks, such as making fresh bread, pasta and ice cream
- Adhere to time schedules in the preparation and cooking of food

Safety Regulations

- Comply with the Food Safety Act and general food hygiene regulations
- Comply with Health and Safety regulations and fire safety precautions (including COSHH and the correct use of Personal Protective Equipment)
- Comply with the College's Health and Safety Policy
- Be aware of and follow the College's allergy procedures

Training

You will be enrolled on to the Commis Chef (Standard) course Hospitality and Professional Cookery for the first year with potential progression on to higher level programme. This will involve attending the Oxford City College one day per week.

If you have **not** gained GCSE Level 3 (English and Maths, you will be required to complete a series of functional skills tests by the learning provider before enrolment can be completed.

Reporting Structure

The Apprentice Chef reports directly to the Head Chef.

Key Contacts

The Apprentice Chef will be required to liaise and work well with all staff and contribute to a harmonious working environment.

Personal Documentation

The selected candidate will be required to present documentation demonstrating the Right to Work in the UK.

Selection Criteria

Essential

- Passion for the food industry
- Self-motivated
- Conscientious
- Good interpersonal and communication skills (including an intermediate level of written and spoken English)
- Ability to work calmly under pressure
- Positive attitude to and pride in work
- Punctuality and reliability
- Flexibility regarding working hours (the post holder must be willing to work weekends, evenings and help out where and when required)
- Smart appearance

Terms and Conditions

This is a fixed-term contract for 3 years.

Salary: £21,445 per annum

You may be required to work on Sundays, public bank holidays or your designated day off. This time will be given as time off in lieu ((TOIL).

Hours of Work: 40 hours per week on a 5-days-out-of-7 basis, including evenings and weekends, on straight and split shifts.

Work patterns may vary between term-time and vacation periods, in accordance with the needs of the College.

Holidays: : Annual leave entitlement is 38 days, which includes 8 public bank holidays, and 5 fixed days of closure at Christmas. Bank holidays that fall within term time may need to be worked, for which time off in lieu will be given. The holiday year runs from 1 January to 31 December. Holidays must be agreed with the Head Chef or the Catering Manager in their absence.

Pension: As an employee of St John's College the post holder will automatically be enrolled into the St John's College Staff Pension Fund with effect from the first day of employment, subject to the trust deed and rules governing the scheme from time to time. Contributions will be payable in equal monthly instalments in arrears by way of deduction from the salary.

Clothing: A uniform and safety shoes will be provided.

Probationary and Notice Periods: The appointment is subject to satisfactory completion of a six-month probationary period, during which time the notice period will be one week on either side. Once the appointment has been confirmed, the notice period on either side will be:

- (a) After the initial probationary period, and up to four years' service – one month
- (b) For each full year of continuous service after four years' service – not less than one week for each continuous year of service, up to a maximum of twelve weeks' notice.

Meals: The post holder is entitled to free meals in Hall on days when working at the College

Application Procedure

If you consider that you meet the selection criteria (detailed previously), please send your application consisting of a covering letter explaining your suitability for the post and a full CV with your complete education and employment history, preferably by email, [to vacancies@sjc.ox.ac.uk](mailto:to_vacancies@sjc.ox.ac.uk).

Your application should arrive no later than 31st November 2025.

Please state the names, addresses and telephone numbers of two people who are prepared to give you a reference for this position (preferably your current Line Manager or Tutor). Please indicate whether we can contact them at this stage.

If your application is successful, your appointment will be subject (i) to the provision of an original document, which indicates your right to work in the UK, and (ii) the completion of an initial probation period.

Equal Opportunities Statement

St John's College is committed to providing equality of opportunity and avoiding unlawful discrimination. The policy and practice of the College require that all staff are afforded equal opportunities within employment and that entry into employment with 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. In all cases the ability to perform the job will be the primary consideration. Subject to statutory provisions, no applicant or member of staff will be treated less favourably than another because of his or her sex, marital status, sexual orientation, racial group, age or disability.

Data Protection

All data supplied by candidates will be used only for the purpose 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's Data Protection Policy and recruitment monitoring process.