The College

Hertford is one of the larger Oxford colleges, with around 650 students, two-thirds of whom are undergraduates. It traces its roots back to the late thirteenth century as Hart Hall, through several incarnations and a period as Magdalen Hall, to the present day Hertford College which was refounded in 1874.

The Fellowship, which has responsibility for the governance of the college, currently consists of forty-three Governing Body fellows, the majority of whom are involved in undergraduate teaching. In addition, over thirty lecturers supplement teaching provision, and around 100 members of administrative and domestic staff coordinate and support key activities. Fellows, lecturers and students are drawn from a range of disciplines across the four Divisions (Humanities, Social Sciences, MPLS, and Medical Sciences). Academic and administrative offices are on the main site, as is accommodation for many students, complemented by further accommodation for both graduates and undergraduates at various other sites around Oxford.

The college has a reputation for being both progressive and friendly. It was one of the first colleges to go mixed, and the ratio of female students to male remains comparatively high. For over fifty years, Hertford has championed access for students from backgrounds under-represented at Oxford, and this continues to be the focus of our outreach work.

The Role

The College wishes to appoint a Weekend Kitchen Porter to its Kitchen Team on a permanent basis, for work at its main site in central Oxford and various annexes in South Oxford. Out of term, the College simultaneously operates three satellite kitchens at its annexes in addition to the main site, to cater to a diverse client base of international summer school and conference delegates.

Reporting to the Sous Chef or one of the Chefs de Partie (depending upon shift pattern), the successful applicant will support kitchen operations in the preparation of food, as well as in the cleaning of facilities and other duties related to the kitchen.
The successful applicant will be able to demonstrate experience within the catering industry, ideally in a collegiate environment. They will be capable of working both as part of a team as well as without direct supervision. Relevant professional qualifications and/or accreditations in catering, hygiene, and related areas are highly desirable.

During peak periods, the Kitchen Porter may work in support of one or more Kitchen teams at the College’s main site, or at its annexes in South Oxford.

The basic remuneration package is £8.93 per hour. The successful applicant will be entitled to join a contributory university pension scheme (OSPS). A generous holiday entitlement is offered of 28 days, in addition to 8 bank holidays, pro rata (this role is based on a 0.4FTE contract).

A uniform and any suitable PPE will be provided. A free meal will be provided while on duty. The College also operates a subsidised bus or train pass scheme for the duration of employment.

The hours of work will comprise a minimum of **16 hours per week**, as agreed. This may include, evenings, weekends and bank holidays. Further hours may be offered, as required.

**Specific Responsibilities**

- Contribution to the preparation of meals.
- Ensuring the cleanliness of the Kitchen(s) and associated workplace(s).
- Observing H&S compliance within workplace(s): following CoSHH documents, risk assessments, and hygiene compliance as required.
- Support of main College Kitchen and/or satellite Kitchen operations, as required.
- Such other reasonable responsibilities as are required, commensurate to the role.

**The Person**

**Selection criteria**

*Essential*

- Familiarity with health & safety and hygiene requirements (with qualification)
- Attention to detail in maintaining consistent standards of cleanliness within the workplace
- Willingness to be trained
Conditions of Appointment

This is a permanent, part-time post (16 hours per week). The appointment will be conditional on receipt of satisfactory references. There will be an initial probationary period of 6 months.

Grade and Salary
£8.93 per hour.

Pension
The post-holders will be entitled to join, or remain a member of, the OSPS pension scheme.

Meals
The post-holders will be entitled to take meals in College free of charge whilst on duty, when the kitchens are open.

Staff Development
The post-holders will be encouraged to undertake supplemental professional training. Additional training will be available where required or where reasonably requested.

Transport
The College operates a bus pass scheme.

Sports Facilities
The post-holders will have access to the College’s gym.

Holiday
The holiday year begins on 1 October. The post-holders will receive a paid entitlement of 28 working days during the holiday year (5 of these days are taken around Christmas and New Year), pro rata, in addition to public holidays.

Please note that the College reserves the right to require staff to work on Bank Holidays, receiving a day off in lieu of each such day worked. Bank Holidays within term time will be expected to be working days. Leave must be taken in a manner sympathetic to the College calendar of events. The Head Chef must approve all leave.
Application and Appointment Procedure

Those wishing to apply for the post should email the following documents to recruitment@hertford.ox.ac.uk by 12 noon on 12 February 2019.

1. CV (maximum three sides of A4, to include the names and contact details of two referees);

Applicants are also asked to complete and return a Recruitment Monitoring Form (available from the college website). The monitoring information collected does not form part of the selection process and will not be circulated to the selection panel. It will be used solely to monitor the effectiveness of the college’s equality policy.

Interviews will be held during the week commencing 18 February.

The College reserves the right to seek a report from the Disclosure and Barring Service (DBS). Candidates 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. Regrettably, the college is not able to sponsor applicants for a Tier 2 visa for this post.

The position may be discussed further with the Bursar. To arrange, please contact the Bursar’s PA, Sue Geddes, on 01865 289141 (sue.geddes@hertford.ox.ac.uk).

In accordance with the General Data Protection Regulation (GDPR), we have implemented a privacy notice which explains the types of data we will process about you as part of the application process. We also include within this notice the reasons for this, how long we keep your data for, and your rights regarding your data. This Privacy Notice can be found on our website at this address: https://www.hertford.ox.ac.uk/privacy.

Hertford College is an Equal Opportunities Employer