



Kitchen Porter Further Particulars

Job Title:	Kitchen Porter
Department:	Catering
Location:	Central Oxford
Salary:	£19,358 pa
Contract Type:	Permanent
Responsible to:	The Head Chef (or Sous Chef)
Working with:	Other members of the kitchen and front of house team

The College

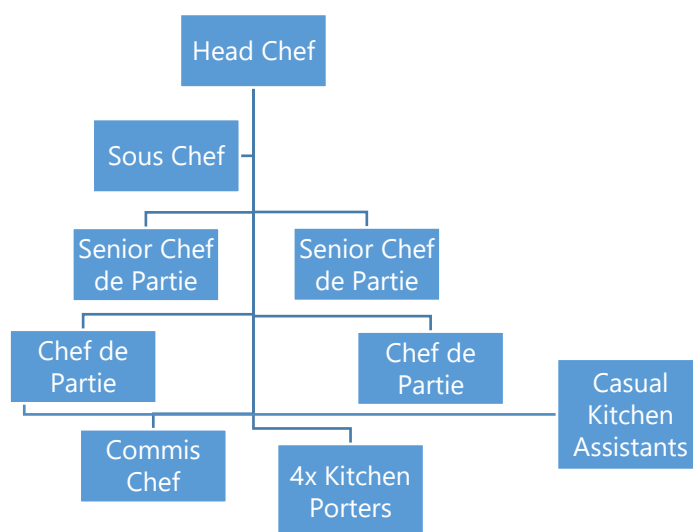
Hertford is one of the larger Oxford colleges, with roughly 700 students, two-thirds of whom are undergraduates. The main site lies in the heart of Oxford, occupied from the later thirteenth century by Hart Hall and, from 1740 until 1816, by the first Hertford College; and then, from 1822, by Magdalen Hall which was refounded in 1874 as the second Hertford College.

The Fellowship, which has responsibility for the governance of the college, currently consists of forty fellows, the majority of whom are involved in undergraduate teaching. In addition, thirty lecturers supplement teaching provision, and around 125 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 50 years, Hertford has championed access for students from backgrounds under-represented at Oxford, and this continues to be the focus of our outreach work.

Further information about the college is available at <http://www.hertford.ox.ac.uk>

The Kitchen Team



The Senior Chef de Partie Role

The College wishes to appoint a Kitchen Porter to its Kitchen Team on a permanent basis, for work at its main site in central Oxford.

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.

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.

Main Duties of the Role

Main Duties

- Assisting with the smooth running of the kitchen production areas.
- Washing dishes manually and also using the dishwasher.
- Assisting with basic food preparation and contribute to the preparation of meals.
- Cleaning pots, pans and any other kitchen utensils.
- Maintaining the kitchen work areas in accordance with HACCAP regulations.
- Storing away all crockery, cutlery and glassware.
- Sweeping and mopping the kitchen floor.
- Emptying bins when they are full.
- Making sure that the kitchen equipment is in good order.
- Reporting any fault to kitchen manager or head chef.
- Keeping the storeroom well stocked and organised at all times.

- Keeping breakages to a minimum.
- Complying with cleaning rotas.
- Taking all dirty laundry to the laundry baskets.
- Handling all glassware and china with care.
- Attending company training sessions when required.
- Accepting deliveries from suppliers and storing them.
- Assisting in other areas when required to do so.
- Using the correct amount of specialist chemicals when cleaning work surfaces and equipment & following COSHH procedures.
- Ensuring that at the end of the shift the kitchen is ready for the next shift.
- Assist with the Colleges aim to reduce food and energy waste

Health & Safety Requirements

All members of the Kitchen staff should, at all times:

- Apply health and safety regulations as appropriate and to maintain a safe working environment at all times;
- Follow food hygiene, health and safety procedures (and risk assessments/method statements) of the College and those specific to the Kitchen)
- Ensure that all tools are cleaned and put away in their correct and safe place
- Use appropriate Personal Protective Equipment (PPE) for tasks as necessary and as determined by the Head Chef.
- Report any faulty equipment to Maintenance and make note in shift handover notes.

Other Duties

The post-holder may be required to undertake other duties at the direction of the Head Chef & Head of Catering, and to provide cover for colleagues in the kitchen (all sites) in the event of absence.

Person Specification

Candidates from a range of backgrounds are encouraged to apply for this role.

Essential

We are looking to appoint someone who is enthusiastic, confident and able to provide a good service at a consistently high standard. The following qualities are essential:

- Can accurately follow instructions.
- Good communication skills in spoken English.
- Able to work unsupervised.
- Physically fit and able to lift heavy weights.
- Possess a high standard of personal hygiene and appearance.
- Approachable and friendly.
- Attention to detail.
- Knowledge of hygiene standards.
- Food handling knowledge.
- Focussed on providing a consistently high standard of customer service.
- Willing to work shifts, evenings and weekends.
- Able to work under pressure.

Training will be provided.

Terms and Conditions

This is a permanent appointment, available with an immediate start if possible.

The salary will be £19,358 pa [£9.90 per hour].

The post is eligible for membership of the OSPS pension scheme.

Weekly hours of work are **37.5 hours (excluding break times, shifts are 8 hours which includes a 30 minute unpaid break)**, to be worked over five days out of a seven day rota (weekends and evenings as required). However, the post-holder will need to have a flexible approach to working hours, as there will be particular periods of the year when longer working hours may be necessary (for which time off in lieu will be granted).

Benefits:

Annual leave: The college offers an annual leave entitlement of 28 working days (five to be used for Christmas Closure), plus Bank Holidays, pro-rata for part-time employees. Bank holidays which fall within the full terms of the University of Oxford are normally worked, for which time off in lieu will be given. The holiday year runs from 1st October to 30th September.

Additional holiday days are awarded as longer services awards.

Employee Benefits Platform: Free access to thousands of discounts and savings via vouchers, reloadable cards, cashback and online voucher codes.

Free Meal: When on duty, a meal is provided free of charge when the kitchens are open.

Pension: The post is eligible for membership of the OSPS Pension Scheme, further details can be found at <https://finance.admin.ox.ac.uk/pensions>

Health and Welfare Support: Employee Assistance Programme. Free annual flu jab.

Travel Pass Loan: A discounted travel scheme is available with monthly deductions from salary.

Cycle to Work Scheme / Bike Loan: Monthly deductions from salary. On site cycle repair service at discounted rates.

Sports Facilities: Access to the University Sport club. Use of onsite gym, college squash court and punt.

University Card: for discounts in shops, cafes and restaurants and University Leisure facilities.

Other staff benefits are outlined on the HR section of the college website: <https://www.hertford.ox.ac.uk/and-more/vacancies>

The appointment is subject to a probationary period of six months. The college may initiate a DBS check during employment. You may also be required to submit to a medical assessment that is satisfactory to the College, a medical questionnaire will be provided if relevant to your employment.

Application and Appointment Procedure

Those wishing to apply for the post should email the following documents to hr@hertford.ox.ac.uk by **12 noon on Monday 23rd May 2022**.

1. CV (maximum three sides of A4)
2. A covering letter detailing how your experience, skills and qualifications meet the criteria for the post;
3. A completed Employment Application Form (available from www.hertford.ox.ac.uk/about/vacancies).

Applicants are also asked to complete and return an Equal Opportunities Monitoring Form (available from the college website www.hertford.ox.ac.uk/about/vacancies). The information collected on the Equal Opportunities Monitoring form 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. Completed forms should therefore be sent to hr@hertford.ox.ac.uk as a separate document, and not contained in the same string as the other application materials.

Interviews will take place in the week commencing **Monday 30th May 2022**. References will only be taken up for the successful candidates.

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 UK visa for this post.

The position may be discussed further with the Head Chef, Carl Isham carl.isham@hertford.ox.ac.uk

In accordance with the General Data Protection Regulation (GDPR), we have implemented a privacy notice to inform you, as a prospective employee of our college, of the types of data we will process about you. We also include within this notice the reasons for processing your data, the lawful basis that permits us to process it, 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