KITCHEN PORTER

FURTHER PARTICULARS

St Peter’s College

St Peter’s is a dynamic and informal college that was founded in 1929 and received full collegiate status in 1961. With over 6000 alumni, 550 current students and 50 Fellows it has built a reputation for outstanding teaching and research – in a friendly atmosphere. The College occupies a great location in the heart of the city centre and is determined under the current Master, Mark Damazer CBE, former Controller of BBC Radio 4, to provide the best possible facilities, academics and support for students.

Job Summary

The main purpose of the role is to clean all catering service equipment, kitchen equipment and the catering areas, but you will also be asked to assist with service when required. Business is consistent throughout the year, though there are some quiet times in August, over Easter and when the kitchen closes down over Christmas and New Year. Normal hours of work will be 40 hours per week working on a 3 week recurring shift pattern working 5 out of every 7 days including weekends and some Bank Holidays.

Responsibilities

- Wash and clean kitchen equipment, restaurant service china, cutlery, and glassware, ensuring the availability of operational equipment.
- Prepare rubbish and recycling, making sure that items are in the correct bins for collection.
- Ensure all kitchen areas are clean and tidy at all times, with particular attention at the end of service, adhering to weekly cleaning schedules and guidelines.
- Ensure cleaning chemicals in the kitchen are checked and kept at the right levels.
- Assist with delivering outside catering.
- Assist with moving furniture in the dining room.
- Assist in the cleaning of the dining room, dusting areas, vacuuming, sweeping, and cleaning floors.
- Attend to any other reasonable requests by the Head Chef, or Chefs.
- Adhere to college and legal health and safety requirements.
- Ensure that standards of personal hygiene are followed at all times.
- Attend Control of Substances Hazardous to Health (COSHH) and other courses.
Hazard-specific / Safety-critical duties

This job includes the following hazard-specific or safety-critical duties.

- Work with sanitisers
- Work with cleaning chemicals
- Regular manual handling
- Food handling

Person Specification:

Candidates should:

- have previous experience in carrying out cleaning duties, preferably in a commercial kitchen setting.
- have experience of delivering a high standard of cleanliness and hygiene.
- be flexible in their approach to their duties.
- be punctual and reliable in reporting for duty.
- Able to speak English sufficiently to communicate with co-workers, understand basic instructions and relevant training
- Able to read basic English words in order to understand storage instructions on deliveries etc.

Terms and Conditions

Appointment

The 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 probationary period of six months, at any time during which either you or the College can terminate your employment with one week’s notice to the other. Subject to satisfactory review and confirmation of the post the notice period will be one month on either side.

Salary

£18,720.00 per annum (£9.00 per hour)

Hours of work:

Normal hours of work will be 40 hours per week working on a 3 week recurring shift pattern working 5 out of every 7 days including weekends and some Bank Holidays. You will be given an individual shift pattern when you start work.

Pensions

The post-holder will be entitled to join the Oxford Staff Pension Scheme.

Meals

A free meal is provided in College when on duty, when kitchens are open.

Annual Leave

The post holder will be entitled to six weeks paid leave plus 8 days Bank Holidays in each leave year.
How to Apply: -

Please download and complete the College Application form together with a recruitment monitoring form and submit online, to the HR Manager Graham Stowell at the following address human.resources@spc.ox.ac.uk

If candidates prefer to send their application by mail, it should be addressed to:

Graham Stowell
HR Manager
St Peter’s College
New Inn Hall Street
Oxford
OX1 2DL.

Applicants should ensure that they outline the reasons for their interest in this position in the personal statement and the qualities they feel would make them particularly suitable for this position. Applications will be judged solely based on how the applicant demonstrates that they meet the selection criteria outlined above.

Referees:

The application form will ask for the name of two referees, one of which should be your current or most recent employer. Your referees will not be contacted unless you are offered the position.

This vacancy will remain open until a suitable applicant has been found.

Data Protection

All data supplied by applicants will be used only for the purposes of determining their suitability for the post, and will be held, as defined in the General Data Protection Regulation (“GDPR”), the Data Protection Act 2018 and the College Policy on Data Protection as amended from time to time.

St Peter’s is an equal opportunities employer.