FURTHER PARTICULARS FOR POSITION OF KITCHEN PORTER

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 65 Fellows it has built a reputation for its friendliness and for encouraging a truly rounded education. The College occupies a great location in the heart of the city centre and has a renewed determination under the current Master, Mark Damazer CBE, former Controller at BBC Radio 4, to provide the best possible facilities, academics and support for students.

The role

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 sensitizers
- Work with cleaning chemicals
- Regular manual handling
- Food handling
Selection criteria

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.

Application details:

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 three months.

Hours of work: Your 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.

Salary: Hourly rate of £8.45 (£17,576.00 per annum)

Pension: Contributory Pension Scheme.

Other Benefits: The College offers optional membership to the Health Care Scheme, Childcare Voucher Scheme, and Travel Loan Scheme.

Meals: Free meals are provided in College when on duty, when kitchens are open.

Annual Leave: The post holder will be entitled to 30 days paid leave plus 8 days Bank Holidays in each leave year.

Notice: During the initial three months’ probationary period, notice will be one week on either side. Subject to satisfactory review and confirmation of the post the notice period will be one month on either side.

How to Apply:

Please download and complete the College Application 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.

**The closing date for applications will be noon on Friday 10 November 2017.**

**Recruitment Monitoring:**

This post is subject to recruitment monitoring to ensure that the selection process is consistent with the law and with the College and University’s Equal Opportunity Policy and Code of Practice. Applicants are asked to complete a recruitment monitoring form, available from http://www.spc.ox.ac.uk/text/70/vacancies.html and return it to the Human Resources Manager, St Peter’s College, New Inn Hall Street, Oxford OX1 2DL.

Monitoring forms will not be seen by any member of the Interview Panel.