VACANCY: Kitchen Porter

Wolfson College is one of the 31 Colleges in the University of Cambridge and provides an academic home for over 900 students, 110 Fellows, around 200 senior members and 120 staff. There are more than 450 residential units on site, housing over 500 residents. The College is the most cosmopolitan in Cambridge, which together with its egalitarian ethos, helps to create a very friendly working environment. Full details of the College are available at www.wolfson.cam.ac.uk

HOW TO APPLY

Please send a completed Wolfson College Application Form and Equal Opportunities Form available online at https://www.wolfson.cam.ac.uk/about-wolfson/vacancies, with a covering letter, setting out your suitability for this post to arrive by 9.00am on 30th July 2024.

Mrs Sally Cullen (ref. Kitchen Porter)
HR Manager
Wolfson College
Barton Road
Cambridge CB3 9BB or by email to: jobs@wolfson.cam.ac.uk

TERMS & CONDITIONS

Salary: £24,328

Benefits: Membership of a DC Group Pension scheme, with employer contributions of up to 13%; Death-in-service benefit of two times salary
Generous Sick and Parental pay scheme
Meals on duty allowance
Free parking (subject to availability)
Use of the College Gym and Library
Membership of a healthcare cash plan
Employee Discount and Cycle to Work Scheme

Hours: 37.5 hours per week averaged across a month, working a mixture of early and late straight shift. Due to the nature of the role the successful applicant will be expected to work weekdays, evenings, alternate weekends and some Bank Holidays on a rota system (5 days out of 7).

Holidays: 25 days’ holiday per year plus public holidays.
Of the 25 days’ holiday, the College schedules 3-4 days in December for all staff, and 5-6 days in August for Catering staff. Attendance is normally required on public holidays in term time when the Catering department is operational, for which alternative holiday is given.

Probation: The appointment will be subject to an initial probationary period of three months during which the appointment may be terminated by one week’s notice on either side. Following the successful completion of the probationary period, the period of notice would be one month on either side.
JOB DESCRIPTION

Job title: Kitchen Porter
Department: Catering
Reporting to: Head Chef and Sous Chef

The Domestic Bursar is responsible for all Catering staff, and the College Officer with overall responsibility for staff is the Bursar.

JOB PURPOSE

To Support the kitchen staff in the maintenance and delivery of a high standard of cleanliness and hygiene in the kitchen

Main responsibilities:

• To wash up small and large items of the kitchen equipment and utensils
• Cleaning of the kitchen wall and floor surfaces, stores and refrigerators and recording in cleaning schedules
• Empty and dispose of waste food bins and all kitchen rubbish to include cardboard waste paper bottles recycling
• Ensure the cleanliness and tidiness of food stores and fridges
• Ensure kitchen floors are kept clean and safe at all times
• Filtering frying oil and changing filter papers when required
• Replace kitchen towels/paper rolls when required
• Maintain cleanliness and tidiness of bins
• Check deliveries of food and cleaning materials and putting it into storerooms.
• To undertake ad-hoc work request as reasonably requested by the Chefs on duty
• To act on any other reasonable request, that is in keeping with the type of work involved with your role that is made by the management of the College

Conditions of Service:

• Ensure compliance with, and implementation of, all College policies and procedures, with particular reference, but not exclusively, to our Dignity at Work and Health and Safety policies.
• Holidays must be taken in agreement with the Head Chef, taking into account the holiday rota for the department.
• All leave, including Unpaid Leave must be requested and authorised before you can consider it confirmed. The College reserves the right to refuse requests due to the business needs of the College.
• A uniform and identification must be worn where this is provided.
• Protective clothing, including footwear, must be worn at all times to comply with Health and Safety Regulations.
• Participate in the College’s Staff Review processes

Health & Safety

• All staff must adopt a responsible attitude towards health and safety and comply with any procedures required by the College in order to ensure the health and safety of themselves, their colleagues and any other persons that may be affected by their actions. They must be prepared to undertake any training provided in relation to health and safety.
• Work in accordance with current Health and Safety legislations
• Keep Health and Safety training up to date
• Maintain personal protective equipment
• Maintain Health and Safety awareness in the workplace
### Person Specification: Kitchen Porter

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<thead>
<tr>
<th>Qualifications, Experience and Background</th>
<th>Essential</th>
<th>Desirable</th>
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<tbody>
<tr>
<td>• Previous experience in a professional catering environment</td>
<td>• Current level 2 Food Hygiene certificate</td>
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<td>• C.O.S.H.H trained and certificated</td>
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<tr>
<th>Skills and Abilities</th>
<th>Essential</th>
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<td>• Ability to follow instructions and complete set tasks to a time scale.</td>
<td>• Minimum of two years’ experience in a professional Catering environment</td>
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<td>• Ability to work as part of a team.</td>
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<td>• Ability to be flexible with the scheduling of shift patterns which include evenings and some weekends.</td>
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<th>Personal Attributes</th>
<th>Essential</th>
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<td>• Good communication skills both orally and in writing.</td>
<td>• Flexible attitude to differing work patterns and a willingness to work with different colleagues.</td>
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<td>• High level of spoken English (this is essential for Health &amp; Safety training and to be able to carry out the duties of the position)</td>
<td>• Ability to work extra hours to cover absenteeism</td>
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<td>• Reliable and Punctual</td>
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<td>• Self-motivated and a willingness to learn.</td>
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<th>Other</th>
<th>Essential</th>
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<td>• Requirement to wear uniform and protective shoes which will be provided by the College.</td>
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<td>• The post holder will be expected to undergo any other workplace training relevant to the role.</td>
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