

**JOB DESCRIPTION – Head Kitchen Porter**

*Candidates are expected to spend time looking at the College website* [*www.stclares.ac.uk*](http://www.stclares.ac.uk) *which provides information about St Clare’s and the courses we offer. The Recruitment section provides additional information about the College and the recruitment process.*

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| **JOB SPECIFICATION** | |
| **Title of Post** | Head Kitchen Porter |
| **Purpose of Role** | To focus on the cleaning and maintaining all areas of the Kitchen.  To lead the team of Kitchen Porters to ensure daily targets and tasks are consistently met and to the highest standard.  To follow (and amend if necessary) daily cleaning schedules ensuring all jobs are completed and recorded. |
| **Department** | The College provides catering from three locations: the dining hall and kitchen at the Banbury Road site; the Sugar House Café, also at Banbury Road; the dining hall and kitchen at Bardwell Road.  At Banbury Road, students are provided with breakfast between 7:30 and 9:00 a.m.; lunch between 12:00 noon and 1:45 p.m.; dinner between 6:00 and 7:45 p.m., seven days a week. The Sugar House Café provides light snacks, confectionery and hot and cold beverages throughout the day from 10:00 a.m. to 10:00 p.m. (later in the summer).  At Bardwell Road, the current provision is for lunch between 12:00 noon and 1:45 p.m., with occasional dinners during the academic year. This operation is expanded during the summer courses to include breakfast and dinner.  In addition to the set meals, there are special events, together with internal hospitality that require a varying level of catering. |
| **Reporting Structure** | * Reporting to the Head Chef (HC) and Sous Chef. * Liaise and cooperate with Catering Services Coordinator and team of General Assistants * Whilst this position is strongly based at the Banbury Road site, cooperation and assistance with Bardwell Road site and Sugar House café is essential |
| **Key Responsibilities** | * To ensure the cleaning schedules for the kitchen are met (and amended if necessary and with the HC) to the highest standard daily * Ensure that all kitchen ware is cleaned and well maintained and use all PPE and chemical appropriately. * To report any maintenance issue to the HC immediately. * To comply with all College policies and procedures to ensure that all statutory regulations are observed. * To be flexible and willing to help other departments at busy times, if required. * Liaise with HC or Second Chef to cover absence and holiday in the most practical, efficient and cost effective way possible. * Ensure the required standard of food hygiene and health and safety is met at all times. * Liaise with and work harmoniously with the whole catering team, to include the Food Service Team. * Work as part of a team, showing leadership and commitment to a team to provide a good working environment, promoting positive attitude and pride in work produced. * Behave in an appropriate manner to all members of the College. * Comply with Food Safety Act and general Food Hygiene regulations. * Comply with Health & Safety Regulations, including COSHH, HACCP, the correct use of PPE (Personal Protective Equipment) and fire precautions at all times. * Participate in any proposed training. * Accept a flexible attitude towards work and to understand that the requirements of the post may vary and develop depending on changing circumstances within the College. * Any other reasonable requests from Head Chef, Catering Services Coordinator, Sous Chef, CCSM or Senior Management. |
| **TERMS AND CONDITIONS** | |
| **Terms of Employment** | Permanent, Full time |
| **Place of Work** | 139 Banbury Road, Oxford, OX2 7AL |
| **Hours of Work** | 37.5 hours per week |
| **Probationary Period** | 6 months |
| **Notice Period** | 1 month |
| **Salary / Pay** | £19,182 per annum (depending on skills and experience).  Salaries are reviewed on 1 September each year. |
| **Holidays** | 22 days’ annual holiday entitlement, plus bank and public holidays and the period over Christmas when the College is closed. Some Bank holiday working – Time of in lieu |
| **Pension** | A contributory pension is offered through St Clare’s group personal pension scheme, following a 3-month deferment period. The employer pays double the contribution of the employee, up to a maximum of 10% of gross salary, i.e. the employer pays up to 10%, and the employee pays up to 5%. Employee’s contributions above 5% may be made, but do not attract a matching contribution from the employer. |
| **Life Assurance** | Death in service benefit is four times annual salary |
| **Meal** | A free lunch is provided in the College outlet units on working days and when students are in residence. |
| **Childcare Voucher Scheme** | The College operates a childcare voucher scheme |
| **PERSON SPECIFICATION**  *The successful candidate will have demonstrated the following essential (E) or desirable (D) skills and experience:* | |
| **Education and qualifications** | * Awareness of the health and safety issues in a catering environment (E) * Relevant Food Hygiene certificate (E) |
| **Knowledge, skills and experience** | * Recent experience of working in a commercial catering environment (larger than a cafe, takeaway or B&B) (E) * Basic food preparation skills (E) * The ability to communicate clearly and effectively with a wide range of people (E) * Experience of general duties in a busy kitchen and in particular one that serves counters service food and banqueting (E) * Can maintain focus and skill during a busy counter service (E) * Capable of undertaking some moderately strenuous duties (e.g. standing for long periods and lifting) (E) * The ability to establish effective working relationships with colleagues and to be a good team member (E) * Ability to adapt to changing environments (E) |
| **Personal skills and attributes** | * Driven, hardworking and enthusiastic individual, with a positive and flexible attitude (E) * Efficient and conscientious (E) * Committed to achieving daily targets (E) |

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| **References and Pre-employment Checks**  *St Clare’s is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All offers of employment and contracts are issued subject to satisfactory references and outcomes on all necessary pre-employment checks including DBS records and establishing the right to work in the UK. Some or all of these checks may have been undertaken before an offer is made.*  *Under the National Minimum Standards for Boarding Schools, we are required to follow the guidance in Keeping Children Safe in Education and undertake additional checks on employees.* | |
| **References** | Full written references and phone references on quoted references may be obtained before or after interview. One referee must be your current or most recent employer. References must also include the last place of employment where you worked with children or vulnerable adults. References from friends or relatives will not be accepted. Please ensure referees know they will be contacted and will respond promptly. |
| **Identity, right to work and qualifications** | Original documents confirming proof of identity, right to work in the UK and relevant qualifications will be required. |
| **Police checks / DBS** | Police checks / Disclosure and Barring Service checks will also be undertaken for which employees / prospective employees are required to provide information and consent. **Candidates who have lived and worked abroad in the last five years will be required to seek good conduct references, or the equivalent, from the countries in which they worked, as a *pre-requisite* of employment.** |
| **Health questionnaire** | Satisfactory completion of a health questionnaire. |
| **Prohibition order checks** | Prohibition order checks will be carried out for all teaching positions, including a check of any EEA sanctions or restrictions, and for senior management positions as appropriate. |

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| **HOW TO APPLY** | |
| **Applications** | Applications must be made using the College’s standard application form which can be found on the College website at [www.stclares.ac.uk/recruitment](http://stclares.ac.uk/recruitment).  CVs will **only** be accepted if accompanied by a St Clare’s application form. |
| **Email** | Applications should be submitted by email to [recruitment@stclares.ac.uk](mailto:recruitment@stclares.ac.uk) |
| **Post** | Recruitment, HR Department, St Clare’s, Oxford, 139 Banbury Road, Oxford, OX2 7AL |
| **Contact us** | Tel: 01865 552031 |
| **Deadline for applications** | **12 noon Thursday 09 November 2017** |
| **Interviews** | **Monday 13th & 14th November 2017**  The interview process may include some testing of key attributes. |