

**JOB DESCRIPTION – 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** | Kitchen Porter |
| **Purpose of Role** | To assist with the preparation of all vegetables, salads and any other items that require preparation before cooking and service.  Manage deliveries, keep the store room and fridges organised and replenished as necessary.  Work closely with the Chefs, Head Kitchen Porter, and Catering General Assistants |
| **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** | This role reports to the Head Chef (Banbury Road) and the Second Chef.  The Head Chef at Banbury Road report’s to the CCSM (Catering and Commercial Services Manager) |
| **Key Responsibilities** | * Manage stores, assist with ordering and receive deliveries * Label and stock ingredients on shelves so that they can be organised and easily accessed * Prepare cooking ingredients by washing and chopping vegetables, cutting meats etc. * Prepare dishes such as the salad menu, sandwiches for hospitality etc. * Maintain a clean and orderly kitchen by washing dishes, sanitising surfaces and taking the rubbish bags out etc. * Comply with any nutrition, allergy or sanitation guidelines * Perform other kitchen duties as assigned * Work closely with the Head Kitchen Porter to ensure the team is cohesive and efficient * Assist when necessary with the transporting of food to other units within the business * Assist the ‘front of house’ team if necessary * Ensure *all* item such as milk that is picked up by staff is signed for and record for cost transfer |
| **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** | £15,684 (depending on skills and experience).  Salaries are reviewed on 1 September each year. |
| **Holidays** | 17 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** | * A high level of food safety and general health and safety qualifications (E) |
| **Knowledge, skills and experience** | * Proven experience in a similar role within the industry in an industrial kitchen which caters for large numbers (E) * Able to use knives and kitchen utensils in a safe and efficient manner. (E) * The ability to communicate clearly and effectively with a wide range of people (E) * Excellent communication and interpersonal skills (E) * A good understanding of time management and proven experience of prioritising workload and meeting deadlines (D) |
| **Personal skills and attributes** | * A driven, hardworking and enthusiastic individual (E) * Efficient and conscientious (E) * A positive and ‘can do’ approach |

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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. |