

## 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.

JOB SPECIFICATION	
<b>Title of Post</b>	Head Kitchen Porter
<b>Purpose of Role</b>	To lead the team of Kitchen Porters to ensure daily targets and tasks relating to cleaning, maintenance and deliveries are consistently met and to the highest standard.
<b>Department</b>	<p>The College provides catering from the dining hall/kitchen and The Globe Café at its premises at 135 Banbury Road.</p> <p>Students are provided with breakfast between 8:00 and 8:50 am; lunch between 12 noon and 1:45 pm; dinner between 6:15 and 7:30 pm, seven days a week from the kitchen/dining hall.</p> <p>The Globe Café is also open seven days a week and provides light snacks, confectionery, and hot and cold beverages from 9:00 am to 10:00 pm.</p> <p>In addition, the Catering Department prepares food and hosts special events, and there is also internal hospitality that requires a varying level of catering support.</p>
<b>Reporting Structure</b>	<ul style="list-style-type: none"> <li>• Reporting to the Executive Chef (EC) and Sous Chef.</li> <li>• Liaise and cooperate with Hospitality Manager and team of General Assistants</li> <li>• Whilst this position is focused on the kitchen, cooperation and assistance with the Globe House café is essential</li> </ul>
<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>• To ensure the daily cleaning schedules for the kitchen are met (and amended if necessary and with the EC) to the highest standard.</li> <li>• Ensure that all kitchen ware is cleaned and well maintained, and all PPE and chemicals are used appropriately.</li> <li>• To report any maintenance issue to the EC immediately.</li> <li>• To be responsible for receiving and storing deliveries for catering in a correct and safe manner.</li> <li>• Maintain accurate documentation relating to cleaning and deliveries.</li> <li>• To ensure the required standard of food hygiene and health and safety is met at all times.</li> <li>• Understand and comply with the Food Safety Act and other general Food Hygiene regulations.</li> <li>• Understand and comply with Health &amp; Safety Regulations, including COSHH, HACCP, the correct use of PPE (Personal Protective Equipment) and fire precautions.</li> <li>• Work as part of the Kitchen Porter team, showing leadership and commitment to ensure a good working environment, promoting positive attitudes and pride in the work produced.</li> <li>• Take responsibility for the Kitchen Porter team rota ensuring all shifts are properly covered.</li> <li>• Liaise with EC or Second Chef to cover absence and holiday in the most practical, efficient and cost-effective way possible.</li> <li>• Liaise with and work harmoniously with the whole catering team.</li> </ul>

	<ul style="list-style-type: none"> <li>To work flexibly and to understand that requirements vary and develop depending on changing circumstances within the College.</li> <li>Willing to help other departments at busy times, if required.</li> <li>Participate in any proposed training.</li> <li>To comply with all College policies and procedures to ensure that all statutory regulations are observed.</li> </ul> <p>While every effort has been made to describe the main duties and responsibilities of the post, each individual task necessary for the successful performance of the role may not be specifically identified. You may therefore be required to undertake other tasks and duties that are commensurate with the grade and nature of the role and/or in the reasonable discretion of the College.</p>
<b>TERMS AND CONDITIONS</b>	
<b>Terms of Employment</b>	Permanent, Full time
<b>Place of Work</b>	139 Banbury Road, Oxford, OX2 7AL
<b>Hours of Work</b>	<p>Hours will average 37.5 hours per week according to shift patterns and the Catering Department rota.</p> <p>There will be a combination of early shifts and late shifts worked between the hours of 6.30am and 8.00pm. Shifts are 8 hours in duration (less an unpaid 30-minute break).</p> <p>Weekend work will be required with the pattern of one weekend worked (both Saturday and Sunday) and one weekend off. The same day off work is provided each week.</p>
<b>Probationary Period</b>	6 months
<b>Notice Period</b>	1 month
<b>Salary / Pay</b>	<p>Up to £23,411 per annum (depending on skills and experience).</p> <p>Salaries are reviewed on 1 September each year.</p>
<b>Holidays</b>	<p>26 days' annual holiday entitlement, plus bank/public holidays.</p> <p>Some bank/public holiday working will be required when these fall on dates during the College term (time off in lieu will be granted).</p> <p>The College is closed annually from 24<sup>th</sup> December to 1<sup>st</sup> January inclusive. The Employee will be required to book holiday to cover this period.</p> <p>The Catering Department are encouraged to take their holiday between September and June.</p>
<b>Pension</b>	<p>A contributory pension is offered through St Clare's group personal pension scheme. 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%.</p>
<b>Life Assurance</b>	Death in service benefit is four times annual salary.

<b>Meal</b>	A free meal is provided in the College on working days and when students are in residence.
<b>PERSON SPECIFICATION</b> <i>The successful candidate will have demonstrated the following essential (E) or desirable (D) skills and experience:</i>	
<b>Education and qualifications</b>	<ul style="list-style-type: none"> <li>• Awareness of the health and safety issues in a catering environment (E)</li> <li>• Relevant Food Hygiene certificate – training or renewal will be provided if necessary (D)</li> <li>• </li> </ul>
<b>Knowledge, skills and experience</b>	<ul style="list-style-type: none"> <li>• Recent experience of working in a commercial catering environment (larger than a cafe, takeaway or B&amp;B) (D)</li> <li>• Basic food preparation skills (E)</li> <li>• The ability to communicate clearly and effectively with a wide range of people (E)</li> <li>• Experience of general duties in a busy kitchen and in particular one that serves counters service food and banqueting (E)</li> <li>• Ability to maintain focus and skill during a busy counter service (E)</li> <li>• Capable of undertaking some moderately strenuous duties (e.g. standing for long periods and lifting) (E)</li> <li>• The ability to establish effective working relationships with colleagues and to be a good team member (E)</li> <li>• Ability to adapt to changing environments (E)</li> </ul>
<b>Personal skills and attributes</b>	<ul style="list-style-type: none"> <li>• Driven, hardworking and enthusiastic individual, with a positive and flexible attitude (E)</li> <li>• Efficient and conscientious (E)</li> <li>• Committed to achieving daily targets (E)</li> </ul>
<b>References and Pre-employment Checks</b> <i>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.</i>  <i>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.</i>	
<b>References</b>	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.
<b>Identity, right to work and qualifications</b>	<p>Original documents confirming proof of identity, right to work in the UK and relevant qualifications will be required.</p> <p>Note: We have a legal responsibility to ensure that all our employees have the legal right to live and work in the UK. If we make an offer of employment, we will need to check that you are eligible to work in the UK before you start work.</p> <p>If you don't already have the legal right to work in the UK, we strongly recommend that you use the <b>Home Office website</b> to review the legal requirements of working in the UK as this will give you an indication of whether you may be eligible to work in the UK.</p>

<b>Police checks / DBS</b>	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.
<b>Health questionnaire</b>	Satisfactory completion of a health questionnaire.
<b>HOW TO APPLY</b>	
<b>Applications</b>	Applications must be made using the College's standard application form which can be found on the College website at <a href="http://www.stclares.ac.uk/recruitment">www.stclares.ac.uk/recruitment</a> .  CVs will <b>only</b> be accepted if accompanied by a St Clare's application form.
<b>Email</b>	Applications should be submitted by email to <a href="mailto:recruitment@stclares.ac.uk">recruitment@stclares.ac.uk</a>
<b>Post</b>	Recruitment, HR Department, St Clare's, Oxford, 139 Banbury Road, Oxford, OX2 7AL
<b>Contact us</b>	Tel: 01865 552031
<b>Deadline for applications</b>	