



JOB DESCRIPTION – Kitchen Porter

Candidates are expected to spend time looking at the College website www.stclares.ac.uk which provides information about St Clare's and the courses we offer

JOB DESCRIPTION	
Title of Post	Kitchen Porter
Purpose of Role	<ul style="list-style-type: none"> To follow cleaning schedules as instructed and monitor and maintain the highest levels of cleanliness throughout the Catering Department. To assist with the preparation of some items before cooking and serving. To manage deliveries, keep the storeroom and fridges organised and replenished as necessary.
Department	<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 open six days a week and provides light snacks, confectionery, and hot and cold beverages from 8:00 am to 8:00 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>
Reporting Structure	The Kitchen Porter reports to the Hospitality Manager and the Head Kitchen Porter. The role also liaises and works closely with the Chefs and the team of Catering General Assistants.
Key Responsibilities	<p>Working according to the Catering Department rota as part of a wider team as and when required.</p> <ul style="list-style-type: none"> Operate the Catering Department stores assisting with ordering and receiving deliveries. Ensure ingredients are labelled, and ensure shelves are organised and easily accessed. Prepare cooking ingredients by washing and chopping vegetables and salad items, cutting meats etc. Maintain a clean and orderly kitchen by washing dishes, sanitising surfaces, removing rubbish bags etc. Comply with all nutrition, allergy and sanitation guidelines. Perform other kitchen duties as assigned. Work closely with the Head Kitchen Porter to ensure the team is efficient. Assist when necessary with the transportation of food to other locations. Assist the 'front of house' team if necessary. <p>Other</p> <ul style="list-style-type: none"> Observe the requirements of the Health and Safety at Work Act and following COSHH recommendations for cleaning practices, ensuring that the correct cleaning material is used for the individual task.

	<ul style="list-style-type: none"> • Observe the Food Hygiene Regulations. • Observe the regulations regarding fire prevention and control. • Ensure compliance with the Catering Department dress code including wearing protective footwear. • Attend training courses as required. • Work flexibly to understand that requirements vary and develop depending on changing circumstances within the College. • Carry out any tasks as directed and requested by the Hospitality Manager and/or Executive Head Chef <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>
PERSON SPECIFICATION	
<i>The successful candidate will have demonstrated the following essential (E) or desirable (D) skills and experience:</i>	
Knowledge, skills and experience	<ul style="list-style-type: none"> • Awareness of the health and safety issues in a catering environment (E) • Experience in a similar role within an industrial kitchen which caters for large numbers (D) • The ability to use kitchen utensils and knives in a safe and effective manner – training will be provided if necessary (D) • A good understanding of time management and experience of prioritising workload and meeting deadlines (E)
Personal skills and attributes	<ul style="list-style-type: none"> • A willingness to work hard (E) • Positive with a flexible attitude and good motivation (E) • Good communication skills (E) • Capable of undertaking some moderately strenuous duties (e.g., standing for long periods and lifting) (E) • Ability to follow both written and oral instructions (E) • A friendly manner and approach to dealing with students and staff (E) • Ability to establish and maintain effective working relationships with colleagues and to be a good team member (E) • Smart, tidy, and clean in appearance (E)
TERMS AND CONDITIONS	
Terms of Employment	Permanent, full time
Place of Work	135 Banbury Road, Oxford, OX2 7AL
Hours of Work	<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 6:30 am and 8:00 pm. 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>
Salary/Pay	The rate of pay from 1 st September 2025 will be £25,662 per annum (£13.16 an hour)

Holidays	<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 24th December to 1st 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>
Pension	A contributory pension is offered through St Clare's group personal pension scheme, following a 3-month deferment period. The employer pays 10% of gross salary and the employee pays 5%. Employee's contributions above 5% may be made, but do not attract a matching contribution from the employer.
Meal	A free meal is provided in the College dining hall on working days and when students are in residence.
Other Benefits	<ul style="list-style-type: none"> • Life Assurance • The College offers a confidential 24/7 Employee Assistance Programme • A cycle to work scheme is offered
Probationary Period	6 months
Notice Period	1 month
<p style="text-align: center;">References and Pre-employment Checks</p> <p><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></p> <p><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></p>	
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	<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 Home Office website 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>
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.
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 . 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
Post	Recruitment, HR Department, St Clare's, Oxford, 139 Banbury Road, Oxford, OX2 7AL
Contact us	Tel: 01865 552031
Deadline for applications	This role will close 9am Friday 22 nd August 2025 or will close early if a suitable applicant is appointed