



JESUS COLLEGE CAMBRIDGE

Job Description

Job title:	Kitchen Porter
Department:	Kitchens
Reporting to:	Head Chef (HC)/Sous Chef (SC)/ Duty Supervisors
Location:	Jesus College, Cambridge
Hours:	37.5 Hours per Week
Holidays:	25 days annual leave, plus 8 bank holidays. On occasion it may be necessary to work public holidays, in which case a day in lieu will be given.
Salary range:	£22,425 – Jesus College Salary Scale Point 7

This job description is a guide to the work the post-holder may be required to undertake but does not form part of the contract of employment and may change from time to time to reflect changing circumstances.

Job summary

GENERAL OBJECTIVES

- The post holder is required to maintain the high level of hygiene throughout the catering department. They are responsible for the upkeep of all catering areas, its equipment, crockery, cutlery, glassware and utensils. They are to work to a set rota over a 2-week period. The 2 working weeks will cover 75 hours.
- Other responsibilities will include assisting with deliveries and complying with all relevant legislation. All training in food hygiene and health and safety will be carried out regularly during working hours

Main Responsibilities

- To work in the wash-up area in order to clean various items as used by the kitchen and front of house. You may be asked to work in other areas from time to time.
- To clean all aspects of the kitchen and associated catering areas as per the scheduled cleaning rota and/or as directed by any of the chefs.
- To assist (under their direction) of the storeman (and to cover for their absence) in the receipt of deliveries and to store them in their relevant location
- To be at your workstation in the required uniform in a timely manner

Hygiene / Health and Safety

- To maintain good personal hygiene and work in a hygienic manner.
- At all times to comply with the College's Food Safety Policy and all current legislation necessary to the role.
- At all times comply with the requirements of the College Health and Safety policy and positively contribute to maintaining a safe working environment

Communication

- To effectively communicate with the rest of the catering team to ensure updates are acted upon.
- To liaise closely with the chefs, front of house, storeman and other kitchen porters

Other

- To undertake training courses as required.
- To undertake any other duties appropriate to the grade as required.

Person Specification	Essential	Desirable
Qualifications and Education	<ul style="list-style-type: none">• Good level of basic education	formal customer care training Food Hygiene Level 2
Skills, Knowledge, Experience	<ul style="list-style-type: none">• Experience of working in a customer service environment	Experience of a similar role within a college environment
Personal Attributes	<ul style="list-style-type: none">• Good communication in English• Good interpersonal skills• Ability to work unsupervised and follow set procedures• Focussed team player. Willing to help all members of team• Proactive and self- motivated with a desire to deliver the best standards of customer service• Conscientious with an eye for detail• Flexible approach to work/working hours to meet the needs of the role• Smart appearance	

Health and Safety

- Main responsibilities are to ensure that all Health & Safety and Security regulations are adhered to and documentation is kept up to date at all times to include Fire Procedures and COSHH regulations.
- To take appropriate action if any infringements or faults occur or are reported. All staff have a duty of care to ensure they never put themselves or others at risk, and a responsibility for creating a safer working environment for everyone.

Business Development

- All staff are expected to contribute towards the smooth and efficient running of the Catering and Conference Department, taking responsibility for the delivery of consistent service excellence to all customers thereby exceeding their expectations.
- Therefore, a positive can-do attitude is required, especially when asked to carry out additional tasks.

Benefits

- Membership of a defined contribution pension scheme with a death-in-service benefit of two times salary
- Membership of a healthcare cash plan
- Free daily staff lunch when in College
- Access to a range of family friendly policies and welfare support services, including maternity coaching
- Non-contractual bonus payment
- Staff Forum and a Staff Social Committee that organises Christmas & Summer staff events
- Cycle to work scheme
- Use of the College Gym, Tennis courts and Library

Probation period

- 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's notice on either side.

Equal Opportunities and Data Protection

- The College is actively committed to including and supporting all under-represented groups, and promoting an inclusive culture, valuing diversity. The College encourages applications from all sections of society.
- The College has a responsibility to ensure that all employees are eligible to live and work in the UK.
- In applying for this role, you will provide personal data which the College will process in accordance with its data protection obligations and Data Protection Policy. Please ask the HR department for further details if required.

How to apply

- Please download and complete our College Application and Equal Opportunities Forms, which can be found online at www.jesus.cam.ac.uk/college/people/vacancies
- Please send completed forms to HR Assistant at jobs@jesus.cam.ac.uk by the closing date