

### **Job Description**

<b>Job Title:</b>	Kitchen Porter/Kitchen Assistant
<b>Section:</b>	Catering Department
<b>Reports to:</b>	Senior Chef or delegated team leader in the department.

#### **St Hugh's College**

St Hugh's is a constituent College of the University of Oxford and was founded in 1886 by Elizabeth Wordsworth, the great niece of the poet. Using money left to her by her father, a bishop of Lincoln, she named it after one of his twelfth century predecessors, Hugh of Avalon, who was canonised in 1220, and in whose diocese Oxford had been. Elizabeth Wordsworth was a champion of the cause of women's education, and her foundation was intended to enable poorer women to gain an Oxford education. The first male Fellow was elected in 1978, and the first male undergraduates were admitted in 1986.

The College has some 420 undergraduates and around 300 graduates, a fellowship of 75, 30 college lecturers, and a non-academic staff of 90. From its beautiful site in North Oxford, the College promotes a thriving culture of research and intellectual engagement.

#### **Overall Objectives**

To keep the kitchens clean to a standard acceptable with the Head Chef and up to current EHO legislation following cleaning rotas and practices set out by the Head Chef.

#### **Key Responsibilities**

##### Kitchen Cleaning

- To clean cooking equipment and utensils using dishwashing facilities in a safe and proper manner as laid out in COSHH using PPE when required and instructed.
- To dispose of kitchen rubbish in the catering bins breaking boxes and separating glass for safe disposal.
- Follow cleaning rota as and when instructed by line manager.

##### Food Preparation

- To prepare vegetables, salads and any basic food preparation as instructed.

##### Health and Safety and Hygiene

- To recognise that you are in a catering department, which requires you to ensure your personal hygiene complies with food safety requirements.

This job description sets out the details of the post from the operative date. It may become necessary from time to time to vary these duties in consultation with the post holder.

- Ensuring your provided uniform is changed frequently and is professionally cleaned on a regular basis.

### **Selection Criteria**

To have a positive and friendly attitude

To be a good communicator

### **Rewards and Benefits**

- Salary £18,200 per annum (£8,75 per hour) for working a 40 hour week, normally 5 days in 7 days, including evenings, weekends and bank holidays. Times of work will vary in accordance with the weekly duty roster which is notified weekly in advance.
- 38 days holiday per year, which includes public holidays and Christmas closure period, which increases with service by a total of 5 additional days.
- Free lunch when on duty at all times of the year when College meals are available
- Membership of the University of Oxford Staff Pension Scheme
- Parking is available, and the College also provides a travel card scheme and has designated areas for bicycles
- Child care vouchers
- Busy, professional and friendly environment

### **Application Process**

Those wishing to apply for this post should submit the on-line application or alternatively application forms can be requested from [hr@st-hughs.ox.ac.uk](mailto:hr@st-hughs.ox.ac.uk) or telephone HR on (01865) 274914.

**Closing date: Noon Tuesday 12 December 2017**

The position may be discussed further with the Head Chef, Carl Tipler, email: [carl.tipler@st-hughs.ox.ac.uk](mailto:carl.tipler@st-hughs.ox.ac.uk)

**St Hugh's is a self-governing College of Oxford University and is an Equal Opportunities Employer.**