



WORCESTER COLLEGE OXFORD

JOB DESCRIPTION & PERSON SPECIFICATION

Post	Kitchen Porter
Department	Kitchen
Reports to	Head Chef
Job grade	University Scale Grade 3.6: £26,038 per annum
Date	January 2025

The College

Worcester is one of the 44 constituent colleges of the University of Oxford. Founded in 1714, it occupies the 26-acre site on the western side of the city where the Benedictines first founded Gloucester College in 1283. Some of the buildings of the earlier college survive, and the resulting mixture of architectural styles, together with the beautiful gardens, lake, and playing field, attract students and visitors alike. The College has c. 400 undergraduates and c. 200 graduate students; of these 260 students live within the boundaries of the College itself, and a further 200 live in College accommodation located within 300 metres of the College Lodge. Like all Oxford Colleges, Worcester is an independent self-governing institution regulated by the Charity Commission. The Governing Body comprises the Provost (Head of the College), who chairs it, and 51 further Fellows: together they are responsible for the admission and tuition of students, for the welfare of all students and staff, and the College's finances.

Job Purpose

The post holder will be part of a busy team that caters to the requirements of the College. They will be responsible for the daily cleaning of the kitchens and equipment. On occasions, the post holder will be required to work on their own.

Key Responsibilities

The jobholder will be responsible for:

a) Responsibilities

- Receive deliveries from suppliers with necessary monitoring of quality and food safety
- Rapid dispersal of deliveries to appropriate stores or work areas/chefs
- Transfer of waste to the correct external waste bins
- Cleaning of pots, pans, and utensils
- Operating the dishwashing machine as instructed
- General cleaning of walls, floors, and food preparation services
- Periodic cleaning of cooking equipment and similar
- Assist the chef(s) in basic food preparation

- Work in an efficient manner
 - Attending company training sessions when required.
 - Reporting any fault to the kitchen manager or head chef.
- b) Hygiene and safety
- To practice and follow all health & hygiene regulations, with attention to safe working processes, as outlined by the College.
- c) Other Duties
- To carry out other reasonable requests made by a supervisor.

General obligations

On a personal basis you are expected to:

- a. take responsibility for your personal development and be willing to undertake training to improve your performance and knowledge
- b. provide the highest quality services and work to continually improve standards
- c. comply with the College's Equal Opportunities Policy and treat staff, students, colleagues, and potential employees with dignity and respect at all times
- d. understand your responsibilities under Worcester College's policies and procedures and ensure that you comply with them
- e. perform duties not specifically identified in the job description but which are in line with the general responsibilities of the post

The job description may from time to time be amended by the College and in addition to the duties set out in it you may be required to undertake additional or other duties within your professional capabilities as are necessary to meet the needs of the College.

Person Specification

Candidates will be assessed based on the criteria set out below and should ensure that their application provides evidence of how they meet the criteria. Examples of relevant experience need not be just from work, candidates may wish to give examples from the study, voluntary work, or skills gained in their family or social life.

Criteria
<p>Essential</p> <ul style="list-style-type: none"> • Interpersonal and communication skills, including an intermediate level of written and spoken English • Ability to work without supervision using own initiative • Reliability - an excellent timekeeper and good standards of personal presentation • Willing to undertake learning and development to actively develop own skills and experience

- Willing to work flexibly as part of the overall team
- Proactive with a self-motivated attitude to work
- Willing to undertake training in HACCP control systems

Desirable

Knowledge of Health and Safety including COSHH