





JOB DESCRIPTION

Kitchen Porter

Department	Kitchen
Salary	£27,768 pa based on previous skills and experience
Hours	40 per week, working five days out of seven, straight shifts, on a rota basis to include weekends and bank holidays.
Contract type	Permanent following a satisfactory completion of a 6 month probationary period.
Reporting to	The Head Chef or in his absence the Second Chef or Senior Porter
Contact	Kitchen team, SCR/Hall staff
Additional information	<p>The post holder will be entitled to take a free lunch when on duty and the kitchen is open.</p> <p>This position involves some weekend shifts as per roster. This position does not attract overtime.</p> <p>Annual leave entitlement will be 30 days including the College's closed periods of five days at Christmas, plus bank/public holidays. Due to operational requirements, you may be required to work on any of the bank holidays, for which time off in lieu will be provided.</p> <p>The Colleges operates a contributory pension scheme (subject to eligibility).</p> <p>A uniform is provided.</p> <p>Parking is not available; however the College provides a bus pass scheme and a designated area for bicycles</p>
Start date	As soon as possible
Standards	 <p>We are a certified Oxford Living Wage employer</p>  <p>INVESTOR IN PEOPLE</p>

Wadham College

Wadham is one of the largest of the colleges of the University of Oxford, with approximately 450 undergraduates, 250 postgraduates, around 70 Fellows and more than 120 support staff. Founded in 1610, Wadham celebrated its 400th anniversary in 2010. Wadham attracts undergraduate and postgraduate students from a wide range of backgrounds thanks to its informal atmosphere, academic strength, historic environment and the open-minded, progressive and socially aware attitude of its community. Wadham College is proud to be a Living Wage employer since April 2015 and has been awarded Investors in People since 2003.

The College's Governing Body consists of the Warden and Fellows and is chaired by the Warden. The current Warden is Robert Hannigan (Classics, 1983) who came to Wadham in September 2021.

Further information about Wadham College can be found at www.wadham.ox.ac.uk

General Overview

This is an exciting opportunity for someone to work in a well-regarded kitchen environment as part of a busy team. The Kitchen Porter is responsible under the supervision of the Head Chef to ensure that the kitchen, ancillary areas and the equipment within the kitchen is kept clean, safe, hygienic and in good working order

Responsibilities and duties

1. To safely and correctly clean and store all kitchen equipment used in the production of food
2. Carry out cleaning schedules in kitchen areas of the structure and all equipment
3. To maintain visual checks on all areas of the kitchen, to identify possible hazards, to safely and hygienically rectify those immediately, and to report to the Head Chef or his deputy if appropriate
4. Carry out safe, correct and Hygienic portorage of all food, refuse and equipment in the kitchen and service areas
5. To maintain high standards of personal hygiene and cleanliness at all times; including the wearing of appropriate uniform and PPE for the job in hand
6. To be aware and comply with the correct procedures when using approved chemicals for cleaning
7. Carry out vegetable preparation and elementary food preparation tasks
8. To work safely and comply with Health and Safety Regulations and COSHH
9. Comply with the Food Safety Act and General Food Hygiene Regulations
10. When authorised to do so, operate all equipment safely and in accordance with instructions
11. To undertake any job-related training requested by the College
12. To work as part of a busy team and be flexible and willing to help colleagues when required.
13. To undertake any other tasks appropriate for the role.
14. To comply with College data protection and information security policies and ensure processes and communications conform to College GDPR (General Data Protection Regulation) requirements.
15. To undertake any other tasks appropriate for the role.

PERSON SPECIFICATION AND SELECTION CRITERIA

Essential

1. Experience of working in a team, preferably in a catering environment.
2. Interest in kitchen work
3. Level Two Award in Food Safety in Catering (or be willing to train to achieve this)
4. Ability to communicate well with people.
5. Ability to work under pressure and to strict deadlines.
6. Ability to follow instructions and use own initiative when required.
7. Good attention to detail.
8. To have a flexible attitude towards scheduling and duties
9. To be friendly, honest and reliable
10. To be presentable and maintain dress and department standards
11. Ability to carry out the requirements of the role which involves carrying and lifting.

Desirable

12. Experience of working in a kitchen environment
13. Knowledge of basic health and safety
14. Previous experience of large institution working, e.g. schools, colleges, hotels etc.

APPLICATION PROCESS

**** Previous applicants need not apply ****

Applicants are asked to complete an application form, including the contact details of two individuals willing to act as referees:

1. The first referee should be the applicant's current or most recent a former line manager, Head of Department or someone with supervisory responsibilities
2. The second referee should ideally be a former line manager, Head of Department or someone with supervisory responsibilities from a different establishment than the first referee.

Applicants should ensure that they outline the reasons for their interest on the application form and the qualities they feel would make them particularly suitable for this position. Applications will be judged on their completed application form and how they meet the selection criteria outlined above.

Please can you complete an equal opportunities survey form which can be found online at: [Equality & Diversity Monitoring Form 23-24 \(onlinesurveys.ac.uk\)](https://onlinesurveys.ac.uk). If you would prefer a printed copy then please contact the HR Department at vacancies@wadham.ox.ac.uk or on 01865 277900.

This post will remain open until filled and applications will be considered weekly. Shortlisted applicants will be notified thereafter for interview and all applicants will receive a response as soon as possible (usually within three weeks). Applications should be sent to: vacancies@wadham.ox.ac.uk or alternatively the HR Department at Wadham College, Parks Road, Oxford, OX1 3PN.

Special Arrangements

The College welcomes applications from candidates who have a disability. These documents will be made available in large print, audio or other formats on request. Applicants invited for interview will be asked whether they have any special requirements to make the interview more convenient and effective for them.

Data Protection

Information regarding the way we process your personal data, as part of the General Data Protection Regulation (GDPR) and Data Protection Act, can be found at on our website at: [GDPR Framework \(ox.ac.uk\)](#). This includes a copy of the Privacy Notice for Job Applicants.

Wadham College Equality Statement

Subject to statutory provisions, the aim of our policy is to ensure that no applicant, student, or member of staff will be discriminated against on the basis of age, disability, gender reassignment, marriage or civil partnership, pregnancy or parenthood, race, religion or belief, sex, or sexual orientation, or be disadvantaged by conditions or requirements which cannot be shown to be permitted by law.

Values Statement

Wadham has a cherished tradition of being at the forefront of advancing equality of opportunity, and celebrates vigorous debate, independent thought, and academic excellence. We seek to create a welcoming, accessible, and secure environment in which to work, study, live, and visit. Our community embraces people of all ages, backgrounds, races/ethnicities, nationalities, beliefs (including religious beliefs), genders, sexualities, dis/abilities, and appearances. This inclusiveness, underpinned by mutual respect and consideration, enriches us all.

BENEFITS OF WORKING AT WADHAM COLLEGE

Training and Development Opportunities	Further details can be found at: https://pod.admin.ox.ac.uk/learning-and-development-opportunities-professional-services-staff-0
Free Staff Meals	If you work longer than a 6-hour shift then you are normally entitled to one meal on duty free of charge at the main College site (Parks Road) if the kitchen is open and operational. It is up to the Head of Department whether this is breakfast, lunch or an evening meal. Please be aware that there is no cash equivalent or allowance for meals missed or when the kitchen is closed.
Employee Assistance Programme (EAP)	An EAP is a confidential employee benefit designed to help you and your immediate family deal with personal and professional problems that could be affecting your home life or work life, health, and general wellbeing. A 24/7 helpline is available to assist you which can provide counselling support as well as a smartphone app and wellbeing portal to access further information.
Corporate Discounts (through the University of Oxford)	Below is an example of the discounts available (this list is not exhaustive) <ul style="list-style-type: none"> • 10% discount in some University shops • Free entry to Oxford colleges and libraries which charge for admission • Discounted computer software from the University Computing Service • Free access to the University Botanical Gardens • Discounted membership of the Iffley Road gym and swimming pool
Pension	The University offers generous occupational pension schemes for eligible staff members. Opportunity to join the Oxford Staff Pension Scheme (OSPS). Details are available online at: https://finance.admin.ox.ac.uk/osps Current pension contributions are: <ul style="list-style-type: none"> • 19% Employer (Wadham): • 4%,6% or 8% Employee: General information about university pensions can be found at: https://finance.admin.ox.ac.uk/pensions
Staff Entertainment	The College arranges social events including charity raffles, coffee mornings, cake sales, quiz nights, staff Christmas party and children's Christmas party.
Travel	The College provides a bus pass scheme, designated area for bicycles and operates a cycle to work scheme. Full details are available from the College.
Access to Wadham Gardens and Leisure Facilities	Staff may use the gardens at Wadham, sports ground pitches and tennis courts (located on Marston Ferry Road, Oxford). Wadham College hires a punt annually from the Cherwell Boat House which staff are permitted to hire for a small fee and a squash court is also available within the College. The University Club provides social, sporting and hospitality facilities. It incorporates a Club bar, a cafe and sporting facilities, including a gym.

Nurseries and childcare	The University offers quality childcare provision services at affordable prices to College staff. For full details about the services offered, please visit www.admin.ox.ac.uk/childcare Due to the high demand for nursery places there is a long waiting list, although Wadham offers a limited number of places on a sponsored priority scheme to help reduce the waiting time.
Private Medical Insurance	The Oxford Colleges' Healthcare Scheme is available to eligible staff and further details are available from the College. Members of staff are expected to contribute to the scheme.
Discounted Guest Rooms	Staff may on occasion book a room at Wadham College, subject to availability. Staff are entitled to receive a discount on accommodation during our College vacation periods, subject to terms and conditions.