KITCHEN PORTER
Full time, permanent, £23,078 per annum

The College
One of the largest Colleges in the University of Oxford, with around 865 students, St Anne’s is known for being down-to earth, ambitious, outward facing and collaborative. We aspire to understand the world and change it for the better.

Established in 1879 to enable women from all backgrounds to access an Oxford education, the College is committed to securing our legacy and future by being a diverse and inclusive community that is the home of choice for the brightest and most ambitious from all backgrounds, including those who may think that Oxford is not for people like them.

Our community includes undergraduate and graduate students, academics involved in world leading research and teaching, and staff from a wide range of professional backgrounds. Helen King, our Principal since 2017, is a graduate of St Anne’s who took on the role after a thirty-year career in policing, including as an Assistant Commissioner in the Metropolitan Police.

As a Charity and one of the more modern Colleges, our finances depend upon a diverse range of income streams including a successful vacation conference business and the generosity of our worldwide network of committed alumnae and donors.

At St Anne’s we are committed to sustainability and our collective responsibility to preserving the environment. We are working in support of the University of Oxford’s target of being carbon net neutral and biodiversity net gain by 2035. We expect all members of College to work towards these goals.

For further information about the College, please visit http://www.st-annes.ox.ac.uk
The Catering Department

St Anne's College Catering Department has a long history of providing a very high standard of food and service to its many students, staff, conference guests and visitors, attending or visiting College, throughout the year. The Chefs are encouraged to think creatively and put forward new suggestions and as a result the menus are regularly changed, offering fresh and appetising options. The Catering Department prides itself on working sustainably with fresh produce, where possible from local suppliers. We understand that Kitchen Porters are the real backbone to any good kitchen and that our team of Porters and the hard work they do here play a large part in our success.

Overview

Job Title         Kitchen Porter
Location         Oxford
Reports to      Head Chef
Direct reports  None

Key areas of responsibility

- To assist Head Chef, Second Chef and other porters with chemical and cleaning equipment ordering.
- To understand COSHH and the safe use of chemicals whilst using, receiving deliveries and storing (training will be given).
- To assist with storing deliveries in correct locations and ensuring stock rotation.
- To ensure both kitchens are always kept to the high standard of cleanliness we expect with regular deep cleans in each.
- To ensure all kitchen equipment and utensils are cleaned thoroughly.
- To maintain high standards of cleanliness are throughout food preparation areas.
- Be an advocate for safe working in the kitchen environment.
- Assess risk by spillages, machinery faults and obstructions.
- Assess risk from cleaning chemicals.
- Be responsible for checking waste bins, disposing rubbish appropriately and disinfecting accordingly then replacing with new liners.
- To work as a team to clean large pieces of machinery with care.
- Clean all heavy-duty equipment i.e. fryer, bratt pans, ovens and stoves with correct chemicals and equipment.
- Use the dishwasher - ensure that all crockery, cutlery and kitchen utensils are clean and put away.
- Sweep and mop kitchen floor and use cleaner machine.
This list above is not exhaustive and you will be required to undertake any other duties as may be required by the Head Chef or Chefs.

You will be expected to work 37.5 hours per week, hours are variable according to shift roster including split shifts, evenings and weekends.

**Personal specifications:**

**Essential**

- A high standard of cleanliness and hygiene is essential.
- Experience in a kitchen or catering environment.
- Reliable and punctual.
- Have a flexible approach to their work.
- A good level of spoken and written English

**Desirable**

- Basic computing skills.
## Terms and Conditions

| **Appointment:** | This appointment will be subject to satisfactory provision of proof of the right to work in the UK. Appointees who are not British or Irish nationals will need a UK visa or proof of settled or pre-settled status. |
| **Hours of work:** | 37.5 hours per week including split shifts, evenings and weekends. |
| **Salary:** | £23,078 per annum. |
| **Annual Leave:** | 38 days per year, this includes 8 public holidays. Some holiday must be taken during winter closure. All other holidays will be agreed with the Manager. |
| **Probation:** | Six months. |
| **Notice:** | One week during probation or one month thereafter. |
| **Pension:** | The College offers membership of the Oxford Staff Pension Scheme (OSPS). |
| **Meals:** | Free lunch is provided on working days, when the post holder works either side of lunch. |
| **Employee Assistance Programme:** | 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. |
| **Bicycle Scheme:** | Assistance to purchase a bicycle through a loan scheme. |
| **Childcare:** | St Anne’s offers quality childcare provision services at affordable prices to College staff and students via our on-site Nursery. |
| **Volunteering Policy:** | St Anne’s offer up to two paid days per year to do volunteering activities. |
| **Parking:** | You may be eligible to apply for a parking permit for which an annual fee applies. |
| **Other:** | Employment is subject to the policies and procedures outlined in the Staff Handbook. |
Application process

If you would like to apply for this position please send us all three of these documents:

- A completed application form (download from our website).
- Your CV
- A covering letter stating why you are interested in, and suitable for, this role.

We also request that applicants download and return an equal opportunities monitoring form.

Applications should be sent to recruitment@st-annes.ox.ac.uk

If you would like to discuss the role, or have any queries please call us on 01865 274866 / 284685

The closing date is **Wednesday 18th October at 12 noon**.

We anticipate holding interviews on Wednesday 25th October.

St Anne's College is an equal opportunities employer.

The policy and practice of St Anne's College require that all staff are afforded equal opportunities within employment. Entry into employment with the College and progression within employment will be determined only by personal merit and the application of criteria which are related to the duties of each particular post and the relevant salary structure. In all cases, ability to perform the job will be the primary consideration. Subject to statutory provisions, no applicant or member of staff will be treated less favourably than another because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation. Applicants are encouraged to complete the equal opportunities monitoring form.

To view our Privacy statement please see here [https://www.st-annes.ox.ac.uk/privacy-policy/](https://www.st-annes.ox.ac.uk/privacy-policy/)