

## **CASUAL KITCHEN PORTER**

**£13.45 per hour plus holiday pay**

### **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.

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 and Kitchen**

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.

### **Overview**

This is a casual role with no guarantee of being offered any shifts. We are currently looking for people with availability for weekday daytime shifts alongside some evening and weekend work.

Responsible to the Head Chef.

Main duties:

- To ensure all kitchen equipment and utensils are cleaned thoroughly.
- Use the dishwasher - ensure that all crockery, cutlery and kitchen utensils are clean and put away.
- Ensure that large kitchen equipment (e.g. saucepans) is washed and put away.

- Clean all heavy-duty equipment i.e. fryer, bratt pans, ovens and stoves with correct chemicals and equipment.
- Regularly check all waste bins, empty and replace with clean bin liners.
- Removal of large waste bins from the bin store ready for collection.
- Clean and disinfect bin store.
- Sweep kitchen floor regularly.
- Mop kitchen floor at the end of shifts.
- Clean the floor using the cleaner machine.

The above list of duties and responsibilities is not exhaustive and you may be required to carry out alternative tasks. The successful candidate should be prepared to undertake training to equip him or her to discharge the job.

### Terms and Conditions

|                   |                                                                                                                                                                                                                                              |
|-------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Appointment:      | The appointment will be conditional on confirmation of eligibility to work in the UK. Further information is available at: <a href="http://www.ukba.homeoffice.gov.uk/workingintheuk/">http://www.ukba.homeoffice.gov.uk/workingintheuk/</a> |
| Wage:             | £13.45 per hour plus holiday pay.                                                                                                                                                                                                            |
| Hours of working: | Variable hours (including weekends and evenings) according to shift roster. This is a casual role with no guarantee of being offered any shifts.                                                                                             |

### How to apply

If you would like to apply please send us

- an application form (download from our website)
- your CV
- a covering letter stating why you are interested in, and suitable for this role

Applications should be sent to [recruitment@st-annes.ox.ac.uk](mailto:recruitment@st-annes.ox.ac.uk)

**The closing date is Monday 12<sup>th</sup> October at 12 noon. Early application is recommended.**

If you have any questions please do call us on 01865 274866 or 284685

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: [Privacy Policy - St Anne's College, Oxford](#)