Full-time Kitchen Porter

Background (see also: www.fitz.cam.ac.uk)

Fitzwilliam College is an open, friendly and diverse academic community of some 900 people, including undergraduates, graduates, Fellows and staff, set in outstanding grounds close to the University sites in West Cambridge and within easy reach of the University Library and faculty sites.

The College is first and foremost an educational establishment. It recruits and teaches undergraduate and post-graduate students from all over the world, holds open days for schools and prospective applicants and arranges subject conferences for teachers. It also keeps in touch with an alumni base of over 8000, arranging events and reunions, and runs a thriving conference and catering business with an annual turnover of approximately £1.3m, hosting over 150 conferences a year, many of which are residential.

The Catering & Events department comprises a large team of around 35 staff, including around 12 kitchen staff, along with staff in front of house, the coffee shop and bar and the events department, as well as a number of casual assistants.

For an insight into working in Catering at a Cambridge College, watch our video: https://www.youtube.com/watch?v=tNziUOnsaic

Full-time Kitchen Porter

We are seeking a reliable, flexible individual to join our Catering team as full-time Kitchen Porter to work in the pot-wash area and cover the kitchen and associated catering areas. The post holder is required to keep the area, its equipment, crockery, cutlery, glassware and utensils in a clean and hygienic state. Other responsibilities include assisting with deliveries, collating and recording laundry and complying with all relevant legislation including Food Hygiene and Health and Safety.

The hours of work are 37.5 per week, working five days out of seven on a rota basis including evenings and every other weekend. The working week will include two split shifts. Full flexibility is therefore required.

Previous experience is not essential, as full training will be given.

The annual salary for this position is £17,808 (£9.13 per hour). In addition, we offer an excellent working environment, discretionary bonus scheme, 33 days’ annual leave (including bank/public holidays), enrolment into a contributory Group Personal Pension scheme, free meals on duty and car parking on site subject to availability.

Application Procedure

An application form is available to download from www.fitz.cam.ac.uk/vacancies.
Applicants should provide a covering letter and a completed application form to reach Mrs Sarah Rowland-Jones, HR Officer, Fitzwilliam College, Cambridge CB3 ODG, or by e-mail to hr@fitz.cam.ac.uk not later than 27 October 2019. Please note that CVs will not be accepted without an application form.

The College values diversity and is committed to equal opportunities in the recruitment of its Fellows, students and staff.

In applying for these roles, you will provide personal data which the College will process in accordance with its data protection obligations and its Data Protection Policy: https://www.fitz.cam.ac.uk/about/official-information/data-protection
Job Description

Title: Kitchen Porter

Reporting to: Sous Chefs/Head Chef

JOB PURPOSE:

The post holder is required to keep the kitchen (and associated catering areas), its equipment, crockery, cutlery, glassware and utensils in a clean and hygienic state in conjunction with a specified rota and cleaning schedule. The post holder will also comply with the Customer Service Charter.

MAIN DUTIES & RESPONSIBILITIES:

- **Operations:**
  - To work the Kitchen area in order to clean various items as used by the department.
  - To undertake training courses as required.
  - To be at your workstation in the required uniform in a timely manner.

- **Hygiene / Health & Safety:**
  - To clean all aspects of the Kitchen and associated catering areas as per the scheduled cleaning rota and/or as directed by any of the management.
  - To maintain good personal hygiene and work in a hygienic manner.
  - At all times comply with the requirements of the College health and safety policy and positively contribute to maintaining a safe working environment.

- **Communication:**
  - To effectively communicate with the rest of the catering team to ensure updates are acted upon.
  - To safeguard and be responsible for keys when signed out or handed over.

- **Other:** To undertake any other duties appropriate to the grade as required.
### Person Specification

**Kitchen Porter**

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<thead>
<tr>
<th>Qualifications, Education</th>
<th>Essential</th>
<th>Desirable</th>
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<tbody>
<tr>
<td>• A good basic level of education</td>
<td>• Basic Food Hygiene</td>
<td>• Knowledge of Health &amp; Safety/ COSHH</td>
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<tr>
<th>Skills, Knowledge, Experience</th>
<th>Essential</th>
<th>Desirable</th>
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<tr>
<td>• A good level of spoken English and the ability to understand instructions</td>
<td>• Previous experience in a similar position in a commercial kitchen</td>
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<th>Personal attributes</th>
<th>Essential</th>
<th>Desirable</th>
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<tr>
<td>• Ability to work under pressure and unsupervised</td>
<td>• Focussed team player</td>
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