FITZWILLIAM COLLEGE
UNIVERSITY OF CAMBRIDGE

Full-time Kitchen Porter
Salary: £20,772 pa (£10.65p per hour)
plus excellent benefits including a discretionary cost of living bonus,
and an employment bonus of £400

About Fitzwilliam
Fitzwilliam College is a special and welcoming community. We combine a passion for academic excellence and enquiry, with a commitment to widening access to higher education.
The College encompasses around 1,000 people including Fellows, staff, undergraduates and postgraduates. In common with all the other 31 colleges of the University of Cambridge, Fitzwilliam is an independent, self-governing institution.

The College enjoys a large seven acre site within 10 minutes cycle ride of all the major faculties and departments. At the heart of our beautiful grounds is a fine Regency house. Most of our award winning architecture dates form the 1960s onwards including a state-of-the art auditorium and the Olisa Library.

Fitzwilliam began in 1869 as a non-collegiate institution, with the specific purpose of providing a Cambridge education to students who were unable to afford membership of a college. The community became a full college in 1966 and moved to our current site at that time.

Our values
Fitzwilliam's core values have not changed since our creation, these are:
- Community is our foundation, embracing and welcoming diversity in all aspects;
- Supporting excellence, creating a unique space for the sharing of ideas; and
- Concern with our purpose, setting an example to the broader community.

The College has recently started to implement the new College Plan based on these values.

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.

Application Procedure
Applicants should submit a covering letter and CV or application form to Susan Kay, HR Manager hr@fitz.cam.ac.uk Please note this is a rolling recruitment campaign and we will be considering applications during the advertising period.

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

Employee Benefits

- 25 days annual leave, plus bank holidays (pro-rata for part-time working)
- Additional holiday in recognition of long service increasing the maximum leave entitlement to 30 days per year from January 2023
- Free lunch in College when on duty (working 6 hours or more)
- Free parking (subject to availability) with free electric charging points
- Defined contribution pension scheme with a maximum employer contribution of 9% with life assurance
- Enhanced Sick Pay after qualifying period
- Enhanced Maternity, Paternity and Adoption pay schemes, subject to qualifying conditions
- Cycle to Work Scheme
- Use of free gym and squash courts and sports facilities
- Agile Working policy (where appropriate) supporting flexible working and environmental benefits
- Free University card providing local savings and discounts and subsidised travel on U bus service
- Long Service Awards: a voucher scheme rewarding long service at 10, 20 and 30 years with an additional 'one off' days holiday during the anniversary year
- Support from in-college Wellbeing Co-ordinator including mindfulness sessions and other events
- Active staff events team organising social and sporting events including Christmas and Summer events and an annual 'Day Out'
- Free weekly yoga sessions
- Free Flu vaccination scheme
- Contribution towards glasses/eye tests for VDU use in line with HSE recommendation up to £50 for glasses and £25 for an eyesight test
- £25 Christmas Voucher

JOB DESCRIPTION

Title: **Kitchen Porter**
Reporting to: Section Chefs

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 in the pot wash area in order to clean various items as used by the kitchen and front of house. You may be asked to work in other areas from time to time.
  - 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 chefs.
  - To collate all kitchen laundry ready for collection and to keep records of such. To report any discrepancies.
  - To assist (under their direction) of the storeman (and to cover for their absence) in the receipt of deliveries and to store them in their relevant location.
  - To be at your workstation in the required uniform in a timely manner.

- **Hygiene / Health & Safety:**
  - To maintain good personal hygiene and work in a hygienic manner.
  - At all times to comply with the College's Food Safety Policy and all current legislation necessary to the role.

- ❖ 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 liaise closely with the chefs, front of house, storeman and other kitchen porters

- **Other**:
  - ❖ To undertake training courses as required.
  - ❖ To undertake any other duties appropriate to the grade as required.

Person Specification	Essential	Desirable
Qualifications and Education	• Good level of basic education	formal customer care training Food Hygiene Level 2
Skills, Knowledge, Experience	• Experience of working in a customer service environment	Experience of a similar role within a college environment
Personal Attributes	• Good communication in English • Good interpersonal skills • Ability to work unsupervised and follow set procedures • Focussed team player. Willing to help all members of team • Proactive and self- motivated with a desire to deliver the best standards of customer service • Conscientious with an eye for detail • Flexible approach to work/working hours to meet the needs of the role • Smart appearance	

Terms of Appointment

Tenure and Probation
This is a permanent role and will be subject to satisfactory completion of a six month probationary period.

Hours of Work
Full time 37.5 hours per week, working five days out of seven on a rota basis including evenings and every other weekend.

Equality and Diversity
Fitzwilliam College is committed to promoting a diverse and inclusive community – a place where we can all be ourselves and succeed on merit. The aim for our workforce is to be truly representative of all sections of society and for each employee to feel respected and able to give of their best.

Pre-employment checks:

Right to Work in the UK
We have a legal responsibility to ensure that you have the right to work in the UK before you can start working for us. If you do not have the right to work in the UK already, any offer of employment we make to you will be conditional upon you gaining it.

Health Declaration
Once an offer of employment has been made the successful candidate will be required to complete a work health declaration form.

Qualifications (where applicable)
The person specification for this position lists qualifications that are essential and/or desirable. Please note that if you are offered the post you will be asked to provide your relevant original certificates of these qualificators.

References
Offers of appointment will be subject to the receipt of satisfactory references.

Information if you have a disability
The College welcomes applications from individual with disabilities. We are committed to ensuring fair treatment throughout the recruitment process. We will make adjustments to enable applicants to compete to the best of their ability wherever it is reasonable to do so and, if successful to assist them during their employment.