



Further Particulars for the post of Kitchen Porter (Term Time)

The Role

The Term Time Kitchen Porter will work as a member of the Kitchen team for the three academic terms per year. S/he will be responsible for maintaining a high standard of cleanliness within the kitchen and storage areas, and for maintaining equipment and utensils in compliance with the Food and Health and Safety Regulations and College policies. This is a busy and physically demanding job and it is important the post holder is able to lift and carry heavy utensils and kitchen stores.

The Kitchen Team

The Kitchen team is led by the Head Chef and he is supported by a team of chefs and Kitchen staff who together provide catering for the students, fellows and staff seven days a week, all year round. The Kitchen team also provide full catering facilities, ranging from a sandwich lunch to a full banquet menu, to both internal and external clients. During the vacation periods the College houses a number of residential summer schools from around the world catering on both a full and half board basis as well as operating for individual bed and breakfast guests.

The College

Somerville is a forward-looking and adventurous College with a reputation of openness and inclusiveness. It is among the most international of the Oxford colleges that admit both undergraduate and graduate students, and has an ethos of tolerance, friendliness, diversity, enabling access to research and learning for all, and the pursuit of excellence in all that we do.

For further information about the College, please visit www.some.ox.ac.uk

Job Description

1. General Duties

- To carry out cleaning duties in work area and kitchen as per daily work schedules or as instructed.
- To work on a 'clean as you go' basis at all times in order to ensure that a high level of cleanliness is maintained in all areas of the kitchen.
- To wash, rinse and dry all kitchen utensils using appropriate equipment or by hand where necessary, returning clean items to correct storage areas.
- To clean kitchen machinery as directed following manufactures guidelines on dismantling and use of appropriate cleaning equipment and materials.
- To sweep, mop and tidy the kitchen changing room and dry stores daily.
- To keep the kitchen work areas, including floors, clean and in a safe condition at all times, sweeping and mopping when necessary.
- To check and refill when necessary all kitchen and staff washroom soap dispensers, sanitizers and paper towel holders using appropriate materials from the storage area.
- To dispose of the kitchen waste and recycling to the correct bins at the end of shift, when required or when instructed.

2. Stock control

- To store goods delivered appropriately in correct storage areas following kitchen stock rotation procedures to ensure existing stock is used first.

3. Food Hygiene and Health and Safety

- To carry out duties in adherence to the College Food Hygiene Policy, and current Food Hygiene and Health & Safety legislation.
- To be familiar with Fire Safety and COSHH policies of the College.
- To maintain a high standard of personal hygiene and to wear a clean uniform, and to wear / use appropriate safety equipment when required.
- To report all accidents and hazards or maintenance issues immediately to the Lead Chef on duty.

4. Other duties

- To maintain at all times a professional working relationship with the kitchen and food service teams.
- To carry out any additional and appropriate duties as required.

Person Specification

Essential

- Previous experience working in catering/college kitchen
- Able to work as a member of a team in a busy environment
- Able to read and write English
- Able to follow instructions and guidelines
- Able to communicate appropriately with others
- High standard of personal hygiene and general physical fitness
- Understand when to seek advice
- Positive attitude towards work
- Willing to take a flexible approach to work duties, to include cover for staff holidays, sickness and helping with additional functions.
- Physically fit, able to lift and carry heavy utensils and kitchen stores

Desirable

- Level 2 Award in Food Safety in Catering
- Knowledge of Basic Health & Food Safety in catering environment
- Supportive of the traditions of the College

Terms and conditions

Full terms and conditions of employment will be provided in writing to the successful candidate. The information below is for guidance only and does not constitute the contract of employment.

Duration	This is a permanent, term time post and the appointment will be made subject to (i) satisfactory employment checks as detailed below within under 'Pre-Employment Screening'; and (ii) satisfactory completion of a three month probationary period.
Salary	<p>Band 1 of the Somerville College pay spine (£15,276 to £16,453). This equates to an hourly rate of pay of £7.88.</p> <p>Upon successful completion of the probationary period, individual salaries are increased in May of each year to the next spine point within the respective salary band, until the top of the pay band has been reached. In addition the College pay spine is uplifted for cost of living on a regular basis, normally annually.</p>
Hours of Work	Normal hours of work will be 37.5 per week, 12.00 noon to 8.00 pm Monday to Friday, exclusive of a half hour meal break each day. Some flexibility with working hours will be required on occasions in order to meet the demands of the post.
Pension	The post holder will be eligible for membership of a contributory Group Personal Pension scheme, from the commencement date of the appointment (subject to age requirements).
Private Healthcare	The post holder will be eligible for contributory membership of Private Healthcare and Private Dental Schemes from commencement date of employment.
Life Assurance	College Employees are covered by free life assurance for the duration of their employment (subject to age requirements).
Meal Entitlement	Meals on duty will be provided free of charge.
Sickness Benefit	A maximum of six weeks' sick pay at full pay, calculated in any rolling twelve month period, subject to satisfactory notification of absence and production of medical certificates.
Employee Assistance Service	A confidential 24/7 telephone advisory and counselling service is available to all College employees and their family members who live in the same household.
Childcare	Somerville runs a small on-site Nursery. College employees may choose to enter a childcare salary sacrifice scheme (under the Income & Corporation Taxes Act 1988), which allows tax and national insurance exemption for this benefit. Alternatively employees may apply for childcare vouchers from 'Kids Unlimited'.
Training	The College will support the post holder to undertake any relevant training to enhance his or her work performance, and financial support for these development activities will be provided where appropriate.
Smoking policy	No smoking is allowed in any part of the College.
Parking	Unless related to a disability, there will be no parking available on College premises for the post holder.

Application Procedure

1. Download the Somerville College application form College website at www.some.ox.ac.uk/jobs
2. **Email your completed application form to the Human Resources Manager at: human.resources@some.ox.ac.uk stating vacancy reference 900201**
3. Ensure you complete the personal statement section of the application form demonstrating how your skills and experience meet the person specification. Your application will be judged solely on the basis of how well you demonstrate that that you meet the selection criteria outlined above.
4. A curriculum vitae should also be included, but please note that CVs submitted on their own will be not considered or accepted as complete applications.
5. Please complete and return an equal opportunities recruitment monitoring form which will assist us with monitoring equal opportunities in recruitment. **Please send only one copy of this form** which can be emailed to human.resources@some.ox.ac.uk or sent in hard copy to:

Equal Opportunities Monitoring Assistant
Human Resources Department
Somerville College, Woodstock Road
Oxford. OX2 6HD
6. Equal Opportunities information collected does not form part of the selection process and will not be circulated to the selection panel. Completion of the equal opportunities monitoring form is voluntary. Data collected is used solely to monitor the effectiveness of the College's Equality and Diversity Policy and helps the College to meet its duties under the Single Equality Act 2010
7. Communication regarding the status and outcome of your application will be made via e-mail.
8. **The closing date for completed applications is 10am on Tuesday, 29 September 2015**
9. **Interviews will be held on Wednesday, 14 October 2015**

Equal Opportunities statement

The policy and practice of the University of Oxford and of Somerville College require that all staff are afforded equal opportunities within employment. Entry into employment 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. Where suitably qualified individuals are available, selection committees will contain at least one member of each sex.

Data Protection

All data supplied by candidates will be used only for the purposes of determining their suitability for the post and will be held in accordance with the principles of the Data Protection Act 1998 and the College's Data Protection Policy.

Pre-employment screening

If you are selected for the post, employment with the College will be conditional upon satisfying the following requirements.

1. Eligibility to work in the UK

The Immigration, Asylum and Nationality Act 2006 makes it a criminal offence for employers to employ someone who is not entitled to work in the UK. **We therefore ask applicants to provide proof of their right to work in the UK before employment can commence.**

Please note that you will need to provide original documents and where any documents are not in English a certified translation will be required. **Do not include these documents with your application.** You will be sent a request for the relevant information at the appropriate point in the selection process.

2. References

You are asked to give us details of two people who have agreed to give a reference for you. If you have previously been employed your referees should be people who have direct experience of your work through working closely with you for a considerable period. If you have been employed, at least one of your referees should be your formal line manager from your most recent job. It is helpful if you can tell us how each referee knows you and your referees should not be related to you. Your referees will be asked to comment on your suitability for the post, to provide details of the dates of your employment, and of any disciplinary processes which are still 'live'.

We will assume that we may approach your referees at any stage unless you tell us otherwise, so please state clearly if you wish to be contacted before a referee is approached.

3. Medical fitness

Please note that any offer of employment will be conditional upon receipt of a completed pre-employment medical health assessment questionnaire and confirmation from the University of Oxford Occupational Health Service that the candidate is medically fit for the post (allowing for any reasonable adjustments that may be required, in line with the provisions of the Equality Act 2010).

The purpose of the pre-employment medical health questionnaire is to:

- (i) assess the candidate's medical capability to do the job for which they have applied;
- (ii) determine whether any reasonable adjustments or auxiliary aids may be required to accommodate any disability or impairment which they may have
- (iii) ensure that none of the requirements of the job for which they have applied would adversely affect any pre-existing health conditions the candidate may have.

The appointment will not commence until medical fitness for work, and any reasonable adjustments that may be required, is confirmed by the University Occupational Health Service.