

CASUAL KITCHEN PORTER

FURTHER PARTICULARS OF THE ROLE

Wolfson College is a great place to work. Founded as a graduate college in 1966, it is one of Oxford University's largest and most international colleges, with a strong egalitarian and democratic ethos. The College is increasingly known as one of the most energetic, innovative, and welcoming scholarly communities in Oxford.

Wolfson is home to around 800 students from 75 countries, nearly 300 fellows and almost 100 postdocs. The College is located on the banks of the Cherwell River in north Oxford, with a campus of Grade 2 listed buildings and open parkland.

Job Title:

Casual Kitchen Porter

Main Purpose of Job:

To maintain the highest standard of cleanliness and hygiene in the kitchen area.

Responsible to:

Executive Chef/Head of Catering and Events and Sous Chef

Main Tasks of Job:

1. Clean kitchen and equipment according to cleaning schedules.
2. Porter food and equipment as required by the Chef.
3. Ensure that sufficient supplies of crockery and cutlery are maintained.
4. Remove and replace self-clear trolleys.
5. Clear of waste disposal as necessary.
6. Assist in the kitchen as required.
7. Maintain standards of safety and hygiene according to College and statutory requirements.

Occasional Duties:

8. Assist at special functions some of which may occasionally occur outside normal hours of work.
9. Report any customer or staff incidents such as: accident, fire, theft, loss, damage, unfit food or other irregularities.
10. Attend meetings and courses, as necessary.
11. Exercise care in the treatment of all personal, confidential and sensitive data to which the post holder has access.

Person specification:

1. Reliable with excellent time keeping record
2. Physically fit and able to carry heavy objects
3. Able to work well under stress and during busy periods within our close-knit kitchen team

4. Flexible and ready to undertake a variety of tasks
5. Experience in a similar position, desirable not essential

TERMS AND CONDITIONS:

Appointment:	The post is available immediately on a casual basis.
Hours:	Work will be will be offered as required. If the candidate commits to any set hours they can work and those hours are offered by Wolfson, the candidate must fulfil that commitment, unless in an emergency but notice must be given as soon as possible..
Rate of Pay	£13.68 which includes a basic rate of £12.21 per hour and a holiday equivalent of £1.47 per hour.
Notice period:	If you cannot attend for work which you had already agreed to attend you are required to give as much notice as possible to the Executive Chef/Head of Catering and Events and Sous Chef
Other conditions	Work will be offered subject to providing evidence of the right to work in the UK, completion of the health questionnaire and signing a contract for casual work.

Equality of opportunity

The Equal Opportunities policy of the College requires that all staff are offered equal opportunities within employment. Entry into employment will be determined only by personal merit and the application of criteria related to the post. Subject to statutory provisions, no applicant 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.

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 Data Protection Policy (available on the website at <https://www.wolfson.ox.ac.uk/data-protection>)

APPLICATION:

Applications should include an application form and a short covering letter explaining why you are interested in this post, and any relevant circumstances affecting your suitability and availability. Applications should be sent by email to recruitment@wolfson.ox.ac.uk .

There is no closing date for this post. We will assess applications as they are received.