



## **KITCHEN PORTER**

### **FURTHER PARTICULARS OF THE ROLE**

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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:**

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

#### **Main Tasks of Job:**

1. Clean the 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 and perform all the tasks involved in the role
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 but not essential

**TERMS AND CONDITIONS:**

<b>Appointment:</b>	The post is available immediately. It is full-time and permanent with a standard 3 months' probation.
<b>Hours:</b>	Working hours are 42.5 hours per week (excluding an unpaid 30-minute lunch break) normally worked over 5 shifts a week, Monday to Sunday. No split shifts.
<b>Annual Leave Entitlement:</b>	31 days plus 8 Bank Holidays some of which you may be required to work. There are additional long service days
<b>Salary and Benefits:</b>	<p>The starting salary is £28,714 per annum for 42.5-hours per week. This includes a basic salary of £26,984 per annum and the Oxford Weighting of £1,730 per annum.</p> <p>The Oxford Weighting element is not subject to any general increases to base salaries implemented on 1 August each year. Instead, the Oxford Weighting is reviewed regularly through an internal process. Following a review, the Oxford Weighting may be increased, reduced, cancelled, or may remain unchanged.</p> <p>Benefits include a generous pension scheme &amp; subsidized lunch. It is currently possible to park on site for free but staff are encouraged to travel by public transport or to car-share wherever possible. There is a bus pass loan scheme and bicycle loan available after probation. Other benefits include subsidised access to college gym and other sports facilities, access to college nursery places and more.</p>
<b>Notice period:</b>	1 week during probation, 1 month thereafter.
<b>Other conditions</b>	The post is subject to obtaining satisfactory references, a satisfactory completion of the health questionnaire, providing satisfactory evidence of your right to work in the UK and signing a contract of employment.

## **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 be emailed to [recruitment@wolfson.ox.ac.uk](mailto:recruitment@wolfson.ox.ac.uk) and should include:

- an application form completed in full.
- a covering letter which explains why you are interested in this post and why you are a suitable candidate.

We will contact your referees at the shortlisting stage unless you make it clear in your application that you do not wish us to do so.

**The closing date for application is midday on Monday, 9 March 2026. Candidates will be interviewed as soon as possible, so early application is advisable.**