

JOB DESCRIPTION

Kitchen Porter

College Background

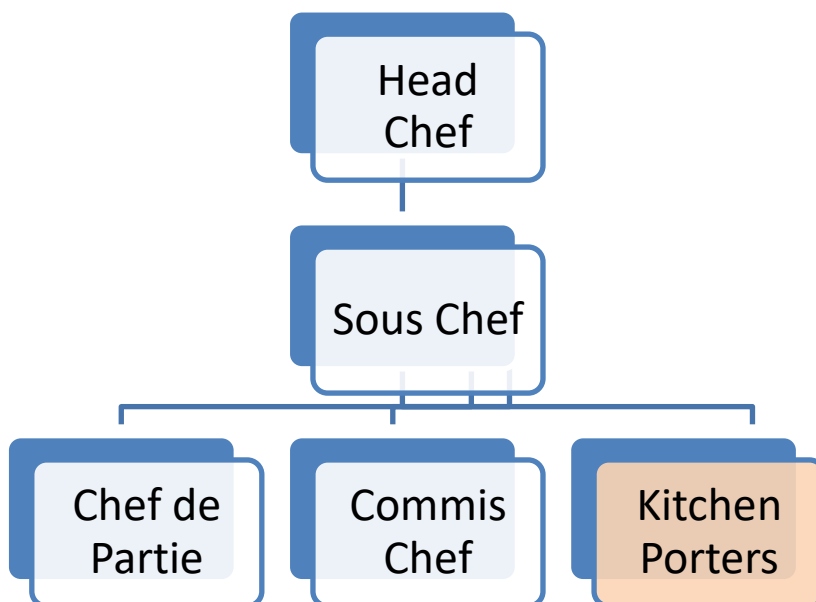
Since its foundation in 1869, Girton College has led the way in educational empowerment. The College was founded as the UK's first residential institution for the higher education of women and was part of an unstoppable global movement for full participation of women in political, professional and scholarly life. Girton has been fully mixed since 1979 and remains an inclusive, diverse, and supportive community that strives for excellence. The College has a long history of working to open access to a world class education for under-represented communities.

Girton is a relaxed, friendly and close-knit college set in 50 acres of greenbelt that provides a stimulating environment for its students, staff and Fellows. The College offers a holistic educational experience that combines academic rigour with a vibrant social scene as well as excellent welfare provision. It has some 120 Fellows in all, around 80 of whom are fully involved in day-to-day governance, teaching and research. In addition, the College depends on the hard work of over 135 administrative and operational staff who ensure the smooth running of Girton's buildings, services and its estate. Currently, the student community comprises 537 undergraduates and 330 postgraduates.

Department Background and Structure

Team/ Department: Catering Department

Reporting to: Head of Catering Services via Head Chef



Purpose of Job

The Kitchen Porters are responsible for the cleaning and operation of the plate and pan wash.

Duties also include some vegetable preparation and polishing and cleaning.

Role Duties and Responsibilities

- 2) Safe operating of machinery according to Health & Safety guidelines.
- 3) Cleaning of all equipment and work areas in accordance with the cleaning schedules.
- 4) Polishing and cleaning of the main hall as directed, clean woodwork panels around the main dining hall. Dust tables and chairs in main dining room.
- 5) Sweep, mop and clean all areas as detailed.
- 6) Vegetable preparation as required.
- 7) Deep cleaning of the kitchen and ancillary areas when requested.
- 8) Health, Safety and Food Handling hygiene guidelines are to be followed at all times.
- 9) Ensure the clean provision of crockery and cutlery every day for meals and functions.
- 10) Adhere to and record all cleaning duties in accordance with cleaning schedules.
- 11) Disposal of all waste and recycling in the correct method.
- 12) Empty and dispose of food waste in the correct method within catering department policy.
- 13) Assist the Kitchen staff with the deliveries, storing away in an appropriate manner, i.e., dry stores, fresh goods, frozen goods.
- 14) Working to the rota system, which will include evenings and weekends.
- 15) To be familiar with, and work in accordance with all College policies and procedures.
- 16) The post holder will be expected to participate in training designed to minimize occupational risks.
- 17) Any other duties as requested by the immediate Supervisor/Manager and as appropriate to the role.

This job description may be subject to change following consultation between the Line Manager and Postholder

PERSON SPECIFICATION

Short-listing will be based on the following specification, which candidates should bear in mind when preparing their application to ensure that their application and suitability reflects the essential requirements of the role.

Qualifications and Experience	Essential	Desirable
Knowledge and experience within a food handling environment.		✓
Basic Food and Hygiene Certificate		✓
An ability to understand and apply health, safety and food hygiene guidelines.	✓	
Able to lift dry and perishable goods. <i>(This involves some heavy lifting; manual handling training will be provided).</i>	✓	
Reliability.	✓	
Willing to be flexible, as would be expected within the industry	✓	

As an employer, we care for and look after our employees, ensuring fair and equal treatment. Any necessary adjustments will be considered to the above in keeping with the requirements of the Equality Act 2010.

Employment:

Salary	£22,197 per annum + benefits (Girton Single Spine Point 23)
Working arrangements	Full time, 75 hours per fortnight according to a rota. To include some weekend and evening work.
Contract term	Permanent, subject to a six-month probationary period.
Annual leave	26 days paid holiday plus 8 public holidays.
Other	<p>We also offer:</p> <ul style="list-style-type: none"> Workplace Pension Cycle to Work Scheme Access to Healthcare Gym & swimming pool Free Staff Lunch and refreshments Staff discount to hold private events in College Local Discounts via the University Access to a Holiday Playscheme <p><i>Some of the above are non-contractual</i></p>