



Job Description

Job Title:	Kitchen Porter
Accountable to:	All Chefs
Accountable for:	N/A
Liaison with:	Kitchen and Hospitality Teams

Overview

University College was established in 1249 and currently has approximately 600 students and 250 staff. On a daily basis the Kitchen supplies hot and cold food for around 350 diners through the Buttery and up to 170 four course plated dinners 3 nights a week. Conference meals and private diners are also catered for by the Kitchen.

University College's Kitchen has 8 Chefs and 7 Kitchen Porters working at pace in a friendly environment. We work to high standards and in order to achieve these provide our Chefs with a range of development opportunities. The Kitchen is part of the Sustainable Restaurant Association and has achieved 5 stars for Scores on the Doors since the standard was first introduced.

Job Purpose

The post holder will be required to maintain the cleanliness and hygiene within the kitchen, food service and Kitchen store areas in line with the cleaning schedule. To follow all standards of production and working practices as instructed. To assist the Head chef and kitchen team in duties relating to all produce stored, cooked and served from the kitchen at University College.



Main duties and Responsibilities

- Washing, drying and putting away crockery, pots, pans, glasses, trays, cutlery and kitchen utensils.
- Cleaning the kitchen, storerooms, fridges and its equipment according to the cleaning schedule.
- Transporting food and equipment as required by the Chefs and the Hall Supervisors.
- Clearing of waste as necessary.
- Separation of food only waste for recycling.
- Maintaining cleaning standards in accordance with the College's Food Safety Policy.
- Observing all requirements of the College's safety policy.
- Preparation of basic food and kitchen duties as requested by Chefs on duty.
- Any other reasonable task which falls within the prime objective of this job.



Person Specification

Essential Qualifications, Skills and Experience

- Ability to work effectively and demonstrate adaptability to take on new tasks and procedures.
- Ability to understand and follow verbal and written instructions.
- Knowledge of basic food hygiene and health and safety practices.
- Relevant work experience in a similar role.
- Ability to work under pressure to high standards.
- An approachable 'can-do' attitude.
- Willingness to undertake training.

Desirable

- Ability to work as a part of a team and on own initiative;
- Flexibility to undertake overtime if required.
- Basic Food Hygiene certificate.