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**JOB DESCRIPTION**

Christ’s College Cambridge

Job title:  **Kitchen Porter** (Permanent)

Responsible to: Executive Head Chef, Head Chef & KP Manager.

Place of work: Christ’s College, Cambridge and all property owned by the College in and around Cambridge

Salary range: Spine Point 23 on the University’s single pay spine.

Hours: Permanent, full time, averaging 37.5 hours per week across a 3 weeks shift pattern to include one weekend in three.

Holidays: 36 days annual leave (inclusive of public holidays)

Pension scheme: The College offers membership of a contributory pension scheme. Subject to your age and earnings level, you may be eligible for auto-enrolment into the scheme and you have the right to opt in at any time.

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**Job Summary:**

To assist the busy kitchen team and take guidance from them in providing a full catering service to the College.

**Key responsibilities:**

* To monitor the cleanliness of the kitchen and to take part in general cleaning duties to ensure an appropriately hygienic working environment at all times.
* To prepare floor and kitchen daily before other members of staff arrive.
* To load and unload the dishwasher and pot washer and help keep the kitchen clean.
* To monitor the grease trap, vent the wash system and water softener, filling appliances as necessary.
* To work harmoniously as part of a team and be helpful and polite when dealing with customers, suppliers and other members of staff.
* To follow the daily, weekly and monthly cleaning schedules and update the Executive Chef or the KP Manager as needed.
* To follow strict guidelines while using all equipment within the kitchen and update the Exec Head Chef or Kitchen Manager when any equipment is faulty.
* To undertake any other reasonable requests from Chef and KP Manager.
* To ensure all the pot wash and dish wash areas are clean before finishing shift

General responsibilities

* To take part in the College’s appraisal scheme and to undertake training as required
* To be responsible for your own health and safety in the workplace
* To fully comply with all the College’s policies including equality of opportunity and data protection
* To undertake any other reasonable request or duties commensurate with your post

The above is not an exhaustive list of duties. The post-holder may be asked to take on different tasks as required and all employees are expected to work collaboratively to support the overall work of the College.

**PERSON SPECIFICATION**

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| Criteria | Essential | Desirable |
| Qualifications, Knowledge and Experience: | * Good communication skills * Able to work as part of a busy team | * Some experience of working in a similar environment * Basic food hygiene certificate but training can be given. |
| Other aptitudes: | * Clean and presentable * Punctual * Reliable * Able to work flexibly |  |