JOB DESCRIPTION

Job Title: Kitchen Porter

Responsible To: Executive Head Chef, Head Chef and Senior Sous Chef

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

Salary Range: Spine Point 24 on the University’s Single Salary Pay Spine

Hours: 36.5 hours per week

Holidays: 33 days annual leave (including 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.

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, Head Chef or the Senior Sous Chef as needed.
• To follow strict guidelines while using all equipment within the kitchen and update the Executive Head Chef, Head Chef or Senior Sous Chef when any equipment is faulty.
To undertake any other reasonable requests from the Executive Head Chef, Head Chef or Senior Sous Chef.

To ensure all the pot wash and dish wash areas are clean before finishing shift.

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.

**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.

**PERSON SPECIFICATION**

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<tr>
<th>Criteria</th>
<th>Essential</th>
<th>Desirable</th>
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<tr>
<td><strong>Skills, Knowledge and Experience</strong></td>
<td>• Good communication skills</td>
<td>• Some experience of working in a similar environment</td>
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<td>• Able to work as part of a busy team</td>
<td>• Basic food hygiene certificate but training can be given.</td>
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<td><strong>Personal attributes</strong></td>
<td>• Clean and presentable</td>
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<td>• Punctual</td>
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<td>• Reliable</td>
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<td>• Able to work flexibly</td>
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