Job title: Kitchen Porter (Permanent)

Responsible to: Executive Head Chef. Also to liaise with shift leaders as and when required.

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

Salary range: Points 19 - 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.

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 undertake any other reasonable requests from Chef and Supervisors.

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**

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Essential</th>
<th>Desirable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Qualifications, Knowledge and Experience:</td>
<td>• Good communication skills&lt;br&gt;• Able to work as part of a busy team</td>
<td>• Some experience of working in a similar environment&lt;br&gt;• Basic food hygiene certificate but training can be given.</td>
</tr>
<tr>
<td>Other aptitudes:</td>
<td>• Clean and presentable&lt;br&gt;• Punctual&lt;br&gt;• Reliable&lt;br&gt;• Able to work flexibly</td>
<td></td>
</tr>
</tbody>
</table>