



**Regent's  
Park College**  
UNIVERSITY OF OXFORD

## Job description

**Job title:** Kitchen Porter  
**Contract:** Term-time only, open ended  
**Salary:** £13.45 per hour  
**Department:** Catering Services - Operations  
**Responsible to:** Catering Manager

### About the Role:

The College wishes to appoint a Kitchen Porter to its Kitchen Team on an open ended basis. Reporting to the Catering Manager, the Kitchen Porter will play a crucial role in maintaining high standards of cleanliness and hygiene in the kitchen. The successful applicant will be able to demonstrate experience within the catering industry. They will be capable of working both as part of a team as well as without direct supervision. Relevant professional qualifications and/or accreditations in catering, hygiene, and related areas are highly desirable. A uniform and any suitable PPE will be provided. A free meal will be provided while on duty.

### Main Duties of the Role:

- Wash kitchenware and tableware and ensure that they are stored correctly
- Clean the kitchen equipment, surfaces and floors according to the cleaning schedule
- Maintain excellent standards of hygiene in the kitchen and food preparation areas
- Clear waste and empty bins, maintaining good order within refuse areas
- Assist in receiving, checking, recording and storing food deliveries
- Assist the chefs in their work, including basic food preparation
- Assist with the cleaning and preparation of the dining hall, including the moving of furniture
- Assist with the setup and delivery of catering within the College
- Assist in other areas of the College when necessary (e.g. housekeeping)
- Report immediately any potential hazards, or any damages to machinery, equipment, utensils and the working environment, to the kitchen management team
- Observe all requirements of the College's food hygiene policies and health and safety policies, and maintain the highest standards of personal hygiene and presentation
- Attend and participate in staff meetings and in training and development activities provided by the College
- Other duty that falls under the broad objective of this post.

### Hours of work:

This is a term-time only appointment. Your normal working hours are 32.5 hours per week during term time, 5 days out of 7 (but most typically Monday to Friday). Oxford University term time is Week 0 – 9. Normal working hours are 8am – 3pm Mon-Fri, with a 30 minute unpaid break. Flexibility for College events outside of these hours may be required.

### Person specification:

#### Essential:

- A proactive and self-motivated attitude to work
- Excellent time-keeping and reliability
- High standard of personal hygiene and presentation
- The ability to communicate clearly and work as a team

- Good written and spoken English, sufficient to communicate with others, follow instructions and keep accurate records
- The ability to cope with the physical demands of the job, including standing for long periods, bending, lifting and carrying
- Attention to detail
- Knowledge of food handling and hygiene standards
- Eligibility to work in the UK
- An understanding of responsibilities when working in an environment with young people/students

**Desirable:**

- Experience of working in a similar role, especially with cleaning experience or in a commercial kitchen
  - Certificates in Basic food Hygiene or Control of Substances Hazardous to Health (COSHH)
- Mandatory training will be provided.

**Salary and benefits**

- The salary will be based on the UK Real Living Wage, currently £13.45 per hour, and will be reviewed each year.
- The post is eligible for membership of the OSPS pension scheme with generous College contributions.
- The College offers a health cash back plan for employees.
- Annual holiday entitlement is 25 days plus 8 statutory bank holidays (pro-rata for part-time). Holiday is not normally taken during Oxford University term time; the May Bank Holidays are normally worked and days taken in lieu during the vacations.
- A meal is available free of charge when on duty and when the kitchens are open and you may make use the tea and coffee facilities.
- You will be provided with a University Card which provides discounts in shops, cafes and restaurants and University Leisure facilities.

**Pre-employment screening - Standard checks**

If you are offered the post, the offer will be subject to standard pre-employment checks. You will be asked to provide proof of your right to work in the UK and proof of identity, and we will contact the referees you have provided. We may also reconfirm whether you require any reasonable adjustments for the role.

**Health, adjustments and food safety**

This job includes hazards or safety-critical activities. If you are offered the post, you will be asked to complete a health questionnaire and the offer of employment will be subject a successful outcome of this assessment. The hazards or safety-critical duties involved are as follows:

- Work in hot or cold environments
- Regular manual handling
- Night and lone working
- Open food handling
- Work with allergens, E.g., dust, fish or soap etc.

**Probation period**

There is a probation period of three months (with an option on the part of the College to extend if

necessary), during which one week's notice must be given by either party; thereafter, the notice period is one month.

### **How to Apply**

Those wishing to apply should complete the application form available on the College website: [www.rpc.ox.ac.uk/vacancies](http://www.rpc.ox.ac.uk/vacancies) and send it hardcopy or electronic to Human Resources, Regent's Park College, Pusey Street, Oxford, OX1 2LB, [human.resources@regents.ox.ac.uk](mailto:human.resources@regents.ox.ac.uk).

Your application will be judged solely on how you demonstrate that you meet the selection criteria stated in the job description above.

There is no closing date for applications. Suitable candidates will be interviewed as soon as possible.

### **Equal Opportunities Statement**

Regent's Park College offers equal opportunities within employment. Subject to statutory provisions, no applicant or member of staff will be treated less favourably because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.

For monitoring purposes we ask that an Equal Opportunities Monitoring form be completed by all applicants. The information collected does not form part of the selection process and will not be circulated to the selection panel and will be used solely to monitor the effectiveness of the college's equality policy.

### **Data Privacy**

All data supplied by applicants will be used only for the purposes of determining their suitability for the post and will be held in accordance with the principles of the General Data Protection Act 2018. In accordance with the GDPR regulations 2018 please see the relevant privacy notice on our website [Staff Applicants Privacy Notice](#).