



Job Title	Kitchen Porter
Responsible to:	Head Chef/Deputy Head Chef/Sous Chef
Place of Work	All Sidney Sussex College owned property/sites in and around Cambridge
Salary:	Band FP2 on the Sidney Sussex Pay Scheme which equates to £20,592 per annum at £9.90 per hour
Hours:	Full-time, average of 40 hours per week worked across a 2 week shift system which includes working alternate weekends. Shifts are predominantly straight shifts with a few split shifts. Some flexibility is required.
Holidays:	25 days annual leave plus 8 public holidays. Due to the nature of the College's activities, there may be the requirement to work on any public holidays which occur during term time. A day off in lieu will be given.
Pension Scheme:	The College offers membership of a contributory pension scheme provided by the Universities Superannuation Scheme (USS). Subject to age and earnings level, you will be auto enrolled into this scheme and you retain the right to opt out.

Job Summary

The College's catering department is responsible for providing a comprehensive catering service to Fellows, alumni, students and staff, along with conference and bed and breakfast guests. Service includes formal dining arrangements and cafeteria provision, as well as high end functions, feasts, weddings and occasional outside catering. The role of the kitchen porter is to be an efficient member of the team and support this work.

Key Responsibilities

- To ensure exceptional standards of cleanliness and hygiene are maintained in all areas.
- To ensure that kitchen utensils, including pots and pans are cleaned and put away after every shift.
- To ensure that the dishwashers are drained and cleaned out after each shift.
- To make sure that all crockery is in the relevant areas for all dinners.
- To ensure that all rubbish is disposed of after every shift and put in the correct area for collection.
- To ensure all Health, Safety and Security operating processes are followed precisely.

- To be aware of and to follow the COSHH regulations.

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.

The College

Sidney Sussex was founded in 1596 and is, therefore, one of the traditional Cambridge Colleges. While we may be old in terms of our foundation, we are a forward-looking College enjoying excellent facilities in a very attractive central Cambridge location and with a strong sense of community for all who work or study here.

We are one of the smaller Colleges, with some 350 undergraduate students and approximately 190 graduate students. This small size contributes towards the community spirit we enjoy. The College has about 50 active Fellows (i.e. academic staff), and about 100 staff.

PERSON SPECIFICATION:

	<i>Likely to have</i>	<i>Desirable</i>
Qualifications	<ul style="list-style-type: none"> • Good level of basic education 	<ul style="list-style-type: none"> • Level 2 Safety Awareness certificate • Training in First Aid • Any formal customer care training
Experience	<ul style="list-style-type: none"> • Experience of working in a team • Experience of working within a customer service environment 	<ul style="list-style-type: none"> • Experience of working in a similar role within a College environment
Specific knowledge/skills (technical)	<ul style="list-style-type: none"> • Ability to achieve and maintain high levels of service and hygiene 	<ul style="list-style-type: none"> • Knowledge of COSHH in a similar environment
Personal attributes	<ul style="list-style-type: none"> • Quality focus <ul style="list-style-type: none"> ○ Delivers work to a high standard of quality and professionalism ○ Is open and responsive to constructive feedback • People focus <ul style="list-style-type: none"> ○ Is polite, reliable and responsive ○ Builds effective working relationships with colleagues within the team ○ Understands the importance of users and their needs • Leadership/Team working <ul style="list-style-type: none"> ○ Keeps supervisor aware of progress and any issues ○ Able to work as part of a team or independently • Collaboration <ul style="list-style-type: none"> ○ Works effectively with colleagues within the team ○ Positively responds to requests from others for assistance • Resilience <ul style="list-style-type: none"> ○ Admits mistakes ○ Recovers from setbacks in a timely and constructive manner • Adaptability <ul style="list-style-type: none"> ○ Demonstrates a positive attitude and a willingness to adapt to change ○ Ability to learn new skills; participate in on-going personal development • Problem solving and decision making <ul style="list-style-type: none"> ○ Follows procedures as required ○ Recognises when there is a problem ○ Asks for help, when appropriate ○ Ability to prioritise tasks and good time management 	

Sidney Sussex College is an equal opportunities employer.

Updated: September 2021