



ST JOHN'S COLLEGE CAMBRIDGE

**Further particulars for the post of
Kitchen Porter**

Requirement

St John's College wishes to appoint a Kitchen Porter on a permanent basis.

St John's College

St. John's College was founded in 1511 by Lady Margaret Beaufort, the mother of King Henry VII. It is one of the largest of the University colleges and has some 530 undergraduate and 320 post-graduate students, and around 160 Fellows in a very wide range of academic disciplines. The charitable purposes of the College are the advancement of education, religion, learning and research.

The College is currently able to accommodate all its students in College and nearby hostels and houses. All Fellows have a study in College and some are fully resident in College. Additionally, the College employs some 250 Assistant Staff. The College is a highly international community with approximately 15% of its undergraduates and 55% of its graduates coming from overseas.

Further information on the College can be found on the College website www.joh.cam.ac.uk.

College Aims: the College's statutory aims are the advancement of education, religion, learning and research.

Department Aims: The Domestic Bursar's aim, to which your post is aligned through your sub-department is to provide effective, efficient and timely support services in order to fulfil its statutory aims.

Principal Responsibilities and Duties

Job title: Kitchen Porter

Department: Catering

Responsible to: Sous Chef

Job Purpose: to carry out cleaning duties within the pot wash, kitchen and associated areas

Principal Responsibilities

Principal Accountabilities (Responsibilities):

To maintain a hygienically clean and safe environment for staff to prepare food for consumption ensuring the safety of our customers in terms of food hygiene the post holder will be responsible for:

- The washing up of cooking utensils and equipment
- Cleaning of the kitchen and associated areas to pre-set schedules
- Cleaning of equipment
- Clearance of rubbish

- General porter duties
- Following Food Safety, Health and Safety, Fire Regulations
- Other duties specified by the Head Chef, his Deputies and Senior Management

Person specification

Set out below are the qualifications, experience, skills and knowledge that are the minimum essential requirements for the role or are desirable additional attributes.

Qualifications, Knowledge and Experience:

- Basic Food Hygiene Certificate
- COSHH training
- Allergy awareness

Skills, Abilities and Competencies:

- Decision-making
- Positive attitude to staff and colleagues
- Ability to prioritise cleaning tasks
- Decide which cleaning chemicals to use
- Good personal hygiene
- Attention to detail

Terms and Conditions

Length of post:	Permanent
Salary:	The salary for the post will be £21,218.57 pa + benefits + £500 probation bonus
Hours of work:	39.25 hours
Location:	The role is based in Cambridge.

Benefits include:

- Annual Christmas Salary payment
- Membership of a defined contribution pension scheme with a death-in-service benefit
- Free daily staff lunch in the College's Buttery Dining Room (subject to a monetary limit)

- Membership to a healthcare ‘cash plan’ scheme, currently provided by Simplyhealth. This provides some financial assistance towards the cost of everyday health expenses such as sight tests or dental check-ups after a qualifying period
- Free car parking close to the College (subject to availability)
- Free use of the College Gym, Tennis courts and Library Free
- Cycle to work scheme
- Staff Social Committee that organises Christmas & Summer staff events

The appointment will be subject to an initial probationary period of six months during which the appointment may be terminated by one week’s notice on either side. Following the successful completion of the probationary period, the period of notice is one month on either side.

Recruitment Process

Please include in your application:

- A completed application form and brief covering letter summarising why you believe yourself to be suitable for the role and why the role appeals to you;
- Or
- A full c.v.

Applications should be sent:

by email to: recruitment@joh.cam.ac.uk

or by post to: HR Department, St John’s College, Cambridge, CB2 1TP

We will be interviewing candidates as applications come through and we therefore reserve the right to close this vacancy if we find a suitable candidate.

In applying for this role, you will provide personal data which the College will process in accordance with its data protection obligations and its Data Protection Policy. Please see attached for a copy of our Data Protection Statement for further information about how we process your personal data.