



Further particulars for the post of

KITCHEN PORTER (Part-time 16.5 hours per week)



Jesus College

Founded in 1571 by Elizabeth I, Jesus College is a self-governing educational charity and is one of the 38 constituent colleges of Oxford University. With Sir Nigel Shadbolt FREng, as its Principal, Jesus College comprises some 70 Fellows, 25 lecturers, 210 graduates, 355 undergraduates and 90 support staff. The College has a strong commitment to academic values and success, and is characterised by an informal and friendly atmosphere. Jesus College is located on an attractive historic site, in the centre of Oxford with excellent access to the Bodleian Library and other university libraries, the Science Area, and the University's department and faculty buildings. The College has two annexe sites elsewhere in the city to provide additional student accommodation. 150 students live on the main site and a further 300 students live on annexes in North and East Oxford.

Information about the College is available on our website at www.jesus.ox.ac.uk

About the Department

The catering team at Jesus College is proud of its excellent reputation; we are passionate about both the food we serve and the high quality of the food service. The ethos of the Food Services Team is that it offers the highest customer service to all.

The Kitchen and Food Services team cater for a broad spectrum of customers including College Fellows, staff and students as well as those who visit the College for conferences, summer schools, weddings, formal dinners and receptions. All of our food is prepared using fresh ingredients and is cooked from scratch in our refurbished kitchens. The Kitchen Porters play an important part within the team supporting the delivery and service of the food product. The Kitchen and Food Services areas are busy and varied environments, they offer an excellent opportunity to join the team and be part of Jesus College life.

January 2018



About the post

The Kitchen Porter has an essential role in the catering service, providing necessary support to other members of the kitchen staff. Working in a fast paced, professional kitchen and learning from experienced colleagues, this position offers an excellent opportunity for a hardworking, self-motivated individual with high standards and an eye for detail, who is interested in a career in high quality food.

Selection Criteria

Candidates will be assessed based on the criteria set out below and should ensure that their application provides evidence of how they meet the criteria.

In both the application and at interview, candidates are expected to give examples of relevant experience, this need not be work experience, e.g. candidates may wish to give examples from study, voluntary work or skills gained in your family or social life.

Person Specification - Selection Criteria

Essential knowledge, skills and experience

- Experience of working in an environment where you contributed to maintaining high standards of cleanliness
- Experience or aptitude to work in a busy environment
- An eagerness to maintain high standards
- Enthusiasm for making a contribution to the provision of quality food and service
- Ability to communicate clearly and work well as part of a bigger team
- A flexible approach to work and a commitment to supporting colleagues and the team

Desirable knowledge, skills and experience

- Experience of working in a busy kitchen environment
- Awareness of basic food hygiene or willingness to undertake training.

Benefits

Salary: £8.75 per hour. The full time salary is £17,746 per annum (39 hours per week)

Hours of work: 16.5 hours per week - Sunday – Friday (inclusive). Evenings 6.00 – 8.30 (Sun, Mon, Tues) and 6.00 – 9.00 (Wed, Thurs and Fri)

Some additional hours may be required at busy times.

Holiday: 38 days per year (full time equivalent), a pro rata holiday allowance for part time posts. The annual leave includes all Bank and Public holidays; the College reserves the right to require staff to work on a Bank holiday. The College currently closes for 8 -10 days at Christmas and one week at Easter, if the College closes these are regarded as mandatory holidays, which must be taken as part of the holiday entitlement.

Meals: A free lunch is available when on duty and the kitchen is open.

Pension: Automatic enrolment in the relevant Oxford University Pension Scheme from the start of employment.

Probation: The successful candidate will be expected to complete a probationary period of six months.

To apply

To apply for this role please submit the following documents:

- A completed application form; and
- A completed equal opportunities form

Application packs can be collected from our Lodge or are available on our website

<https://www.jesus.ox.ac.uk/vacancies/college-vacancies>

The closing date for applications is **9am on Monday 12 February 2018**.

Applications may be submitted: by post to Human Resources Department, Jesus College, Turl Street, Oxford OX1 3DW; handed to the Jesus College Lodge; or sent by email to hr@jesus.ox.ac.uk

Interviews will be held on **Thursday 22 February 2018**.

Data protection. 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 Data Protection Act 1998.

Jesus College is an equal opportunities employer.