

## JOB DESCRIPTION

<b>Job title</b>	<b>Kitchen Porter</b>
<b>Department</b>	<b>Kitchen</b>
<b>Location</b>	Oriel College, Oriel Square, Oxford OX1 4EW
<b>Salary</b>	£25,584 per annum (Band 3)
<b>Hours of work</b>	40 hours per week
<b>Contract type</b>	Permanent
<b>Reporting to</b>	Head Chef / Senior Sous Chef / Sous Chefs

### Responsibilities

- Cleaning of all kitchen areas and equipment, washing up, using the dishwasher, waste disposal, preparation of vegetables and to serve on the servery counter.
- Maintain good standards of hygiene in the kitchen and food preparation areas.
- Assist the Procurement Assistant with the receipt of deliveries, the checking of produce quality and quantity to ensure that it is correct and maintained.
- Ensuring food delivery temperature is appropriately recorded. Ensure that all kitchen equipment is clean and readily available for use.
- Report immediately all damages, breakdowns, defects to equipment, utensils and fabric of working environment to the kitchen management team.
- Maintain the highest standards of personal hygiene and presentation, wearing the appropriate protective clothing. Undertake staff training as required by the Head Chef.
- Work as scheduled within a cleaning rota, ensuring that tasks are undertaken with initiative. Any other tasks as requested by the kitchen management team.
- Act within health and safety policy/procedures, to ensure a safe working environment have a complete understanding of college procedure in the event of a fire.
- Ensure security for both self and all departments.

## **Selection criteria**

### **Essential:**

- Clean smart appearance
- Good interpersonal skills
- Friendly and professional approach, with an interest in food.
- Able to work effectively in a team
- Good written and spoken English
- Hardworking and reliable
- Honesty
- Methodical with good attention to detail
- Able to achieve high levels of cleanliness and hygiene

### **Desirable:**

- Experience in a similar environment
- Allergen training
- COSHH training
- Certificate in basic food hygiene

## **About Oriel**

Oriel College is the 5<sup>th</sup> oldest Oxford College of the 39 self-governing and independent colleges within the University of Oxford and the oldest Royal Foundation; in 2026 we will be celebrating our 700<sup>th</sup> birthday. Described by our students as 'the perfect size', with around 600 students we're slightly smaller than the average Oxford college, and our community is tight knit and friendly. Oriel brings together a world-class academic community of leading academics and researchers with high achieving and motivated students, underpinned by around 120 people working in the professional support teams.

Located right in the middle of Oxford in beautiful buildings, the College has a rich history and has been home to Saint John Henry Newman, Saint Thomas More, Sir Walter Raleigh and two Noble Laureates, amongst many other influential thinkers.

For more information about Oriel College, please visit <https://www.oriel.ox.ac.uk/>

## **Pre-Employment Screening**

All appointments are subject to proof of the candidate's legal right to work in the UK and receipt of satisfactory references.

You will also be asked to complete a health declaration so that you can tell us about any health conditions or disabilities for which you may need us to make appropriate adjustments.

## **Data Protection**

Please note that any personal data submitted to the College as part of the job application process will be processed in accordance with the GDPR and related UK data protection legislation.

*The College exists to promote excellence in education and research and is actively committed to the principle of equality of opportunity for all suitably qualified candidates.*

## **Employee Benefits\***

- 38 days holiday (including bank holidays)
- Pension scheme
- Employee Assistance Programme
- Free lunch on each day worked (when the kitchen is open)
- Travel loan scheme (bus and bike)
- Free eye tests and a contribution towards new lenses/glasses if your prescription has changed (for VDU users)
- Flu jab (reimbursement)
- Annual pension review meeting
- Staff social events
- Free entrance to The University of Oxford Botanic Gardens
- Free entrance to Harcourt Arboretum
- Free membership (via application) to Wytham Woods
- Free access to visit the 45 Colleges that make up Oxford University plus University Libraries
- Free membership of the University Club (social, sporting and hospitality club)
- Free entrance to University museums

## **Retail**

- 10% discount at Ashmolean Museum Café and shop
- 10% discount at Bodleian Library shop
- 10% discount at OUP bookshop
- 15% off at Blackwell's bookshop in Oxford
- Discounts online and in local shops via following the link <https://hr.admin.ox.ac.uk/discount-codes>
- Discounts on over 100 national brands by applying for a FREE TOTUM Discount card
- Discount on retail, food and fitness via applying for a UNiDAYS account
- Discount on retail, food and fitness via applying for a Student Beans account
- Discount at Howdens Oxford quoting Oxford University

## **Fitness**

- Discounted membership to University sports facilities, Iffley Road
- Discounted membership to the University Club, Mansfield Road (social, sporting and hospitality club)
- Up to 30% discount at various gyms via student membership app UNiDAYS

## **Healthcare**

Discounted private healthcare via Eduhealth <https://www.eduhealth.co.uk/oxford-university>

### **IT Software**

- Free Office 365 software download on up to 5 devices
- Free antivirus software

### **Training and Development**

- Free access to hundreds of online training courses
- Free training via LinkedIn Learning

\*Please note that with the exception of holidays and pension provision, the benefits listed are non-contractual and may be subject to change or withdrawn.