

Westminster College, Cambridge: Application Procedure

Position – Kitchen Porter (Full Time - 36.5 hours, includes evenings and weekends)

Thank you for your interest in working for Westminster College. We are enclosing a Job Description for the position you are interested in together with an Application Form.

How to apply:

Please read through all the information carefully before beginning your application.

Please complete the enclosed application form. You should fill in the form step by step, noting the following points:

- Make sure the information given is accurate by checking for errors after you have filled in the form.
- **The supporting statement is your opportunity to tell us about yourself.** In answering this section, it is important to provide evidence of your knowledge and skills as they relate to the post. Merely stating that you are good or competent at something is of less value than if you are able to support your statements with work based examples. Please do not assume that we have prior knowledge of your capabilities.
- If you need to use additional sheets for the supporting statement (and elsewhere on the application form) then please do so clearly stating which part of the application form the sheet relates to.

Please reply promptly. There is no closing date but we wish to fill positions as soon as possible and applications will be reviewed when received. We are happy to receive the application as a hard copy but prefer email. Applications by post should be marked 'Confidential' on the envelope.

Please direct any queries or return completed applications to:

Mrs Hannah Anderson
Hospitality Manager
Westminster College, Madingley Road
Cambridge CB3 0AA

Email: hlp39@cam.ac.uk DDI: 01223 33 06 36

For a confidential discussion on any aspect of the job or your application please telephone Mrs Anderson directly, as above.

Westminster College, Cambridge: Job Description

Position: **Kitchen Porter**
Full-time (includes evenings and week-ends)
University grade 1 – from £17,082 to £18,189

Reporting to the Hospitality Manager but supervised on a daily basis by the Head Chef. As part of the College's Catering team you will be supporting the team for providing a food and beverage service to students, staff and college guests. The College is also a Conference and Events venue all through the year, the food and beverage services will be to guests of the college visiting for conferences, meetings, and special events, therefore the kitchen porter will need to be flexible in regard to shift times changing and increasing hours during peak periods.

The Kitchen Porter will need to have a can-do attitude, follow the Head Chef's directives and be an excellent team player. The Kitchen Porter will need to be willing to undertake basic food hygiene and first aid training. It is important that in a small college like Westminster College that we work in a supportive manner and therefore in times of emergency or low business you may be requested to help in another department.

You will respect the particular sensitivities relative to the College's role within the United Reformed Church. It is expected that you will have a flexible approach to working hours.

General responsibilities

You will

- Organise your time and work without continuous supervision.
- Have pride in your work, work to a high standard and provide a high level of service
- Respect the privacy of residents.
- Work in a safe and conscientious manner, observing health and safety requirements, including those relating to food hygiene, COSHH, manual handling, working at height and fire regulations.

Particular responsibilities

You will:

- Observe, and follow, all legislative health and hygiene practices and policy.
- Ensure cleaning schedules are completed appropriately.
- Clear, wash and store crockery, cutlery, glasses and equipment required during and by the end of each shift.
- Support the duty chefs, if requested, in putting away deliveries, checking critical control points, checking against the delivery notes for accuracy.
- Ensure the appropriate storage of stock items and maintain stock levels in the chemicals store.
- Assist in the development of catering services.
- Support, where possible, catering requirements outside normal working hours.
- Maintain the cleanliness of the Kitchen equipment, i.e. dishwasher, glass washer and other cooking equipment.
- Maintain cleanliness in the Kitchen, store rooms and back of house.

- Any other task as directed by the Head Chef or Hospitality Manager, which are consistent with the aims of the post.

Other Matters

- You will have a flexible approach to working hours and be prepared to offer reasonable out of hours support for the Colleges' Conferences and Events.
- You will at all times comply with regulations, policies and procedures of the College or imposed by management.
- You will at all times act in the best interests of the College.

Expected Standards

- **Communication** - Communicate effectively with colleagues and internal and external customers
- **Equality and Diversity** – Act in ways that support a culture which promotes equality and values diversity.
- **Health, Safety and Security** – Act in ways that protect own and others' health, safety and security.
- **Customer service** – Deliver excellent customer service
- **Personal and People Development** – Take responsibility for own personal development and develop skills and knowledge to enable effective work performance.

Further details available in Expected standards document

Person Specification

ESSENTIAL	DESIRABLE	MEASUREMENT
1. Education and Training		
<ul style="list-style-type: none"> • Good standard of spoken English 	<ul style="list-style-type: none"> • Educated to GCSE/NVQ level 2 or equivalent 	Application Form / Interview
2. Relevant Experience		
<ul style="list-style-type: none"> • Experience of working as part of a team 	<ul style="list-style-type: none"> • Experience working in a kitchen environment 	Application Form / Interview
3. Special Knowledge and Skills		
<ul style="list-style-type: none"> • Respect for the Christian ethos of the College • Respect for all College visitors (including customers, volunteers and URC colleagues or members) • Ability to work as part of a team 	<ul style="list-style-type: none"> • Understanding of HACCP/food safety systems 	Application Form / Interview / Trial shift
4. Special Qualities and Aptitudes		
<ul style="list-style-type: none"> • Helpful and friendly with a 'Can do' attitude • High standard of, and pride in, work • Professional approach and reliable 	<ul style="list-style-type: none"> • Good communication skills 	Application Form / Interview / Trial shift
5. Any other requirements		
<ul style="list-style-type: none"> • A willingness to work flexibly across the year including evenings and weekends. 		Application Form / Interview

July 2019

Westminster College, Madingley Road, Cambridge CB3 0AA
 Main Office: 01223 33 06 33
 Email: admin@westminster.cam.ac.uk
 www.westminster.cam.ac.uk



Westminster College
A resource centre for learning
Serving the United Reformed Church

Job Application Form

Job Applied for: *Kitchen Porter, Full Time, includes some evenings and weekends*

Surname:	Contact Telephone Numbers:
First Name(s):	Please indicate convenient times for us to contact you. Discretion will be used when contacting you at work.
Address:	
Email:	
	Home:
	Work:
	Mobile:

Do you need a work permit to take up employment in the UK?

Do you require any special arrangements for interview and/or to help you take up this role? If so, please give details of any special arrangements or adjustments you would require to attend interview.

Rehabilitation of Offenders Act 1974

In order to protect the public, the post you have applied for is exempt from certain provisions of the Rehabilitation of Offenders Act 1974. You are therefore required to disclose all and any past or pending cautions or convictions, whether spent or otherwise, unless it is a "protected caution" or a "protected conviction" under the terms of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. All information provided will be kept in the strictest confidence and only used for the purpose of assessing your suitability for the post you have applied for.

Please specify below details of all and any past or pending cautions or convictions, either spent or otherwise, except for protected cautions or convictions. If you have no past or pending cautions or convictions, please specify "none".

Education

Please list all schools and colleges you have attended and qualifications achieved
e.g. – GCSEs, A Levels, vocational qualifications, degrees etc. List the most recent first.

From - To Month/Year	School/College	Examinations Taken	Results awarded

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Employment and Work Experience

Please describe briefly any work (whether paid or unpaid) which you have undertaken. List the most recent first. If you need to continue on a blank sheet, please do so.

From - To Month/Year		Employer	Job Title/Responsibilities	Achievements

Professional Qualifications and Other Training

Please give details of any professional qualifications you may have achieved and courses you have undertaken which you feel are relevant to the advertised role.

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Specific Skills

Please give details of any specific skills, such as experience with computer packages and any other information not covered elsewhere, which is relevant to your application.

Personal Interests

Please give details of any personal interests and activities.

Supporting Statement

Explain why you have applied for this job, outlining relevant qualifications and experience as they related to the job description. Emphasise why you consider yourself to be a strong candidate and what you feel you can bring to the role. Please use a further sheet of paper if necessary.

References	
Please give details of two individuals, not related to you, who will provide employment references. One of these must be your present or most recent employer. The other should be a person who is able to comment on your ability to perform the role for which you are applying.	
Please note that references will not be approached prior to interview and your permission will be sought before any contact is made.	
Name:	Name:
How is the referee known to you?	How is the referee known to you?
Position:	Position:
Address:	Address:
Telephone:	Telephone:
E-mail:	E-mail:

Availability	
Please give the date from which you are available for employment.	

Consent	
1. I hereby give my consent to Westminster College, who are processing the data supplied on this application form, only for the purpose of recruitment and selection , for a maximum of six months.	
Please select	
<input type="checkbox"/> Yes	<input type="checkbox"/> No
Signed:	Date:
Name (please print):	

Declaration	
1. I declare that the information I have given on this form is, to the best of my knowledge, true and complete. I understand that if it is subsequently discovered any statement is false or misleading, or that I have withheld relevant information, my application may be disqualified or, if I have already been appointed, I may be dismissed.	
2. I accept that if my application is successful, this application form will form part of my Personnel file and, in that case, I consent to the data on it being processed for all purposes in connection with my employment.	
Signed:	Date:
Name (please print)	

Please follow the accompanying instructions on where to return your completed form to.

Westminster College, Maddingley Road, Cambridge CB3 0AA
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 www.westminster.cam.ac.uk