Westminster College, Cambridge: Job Description

Position: Kitchen Porter
Full time, Flexible hours (includes evenings and week-ends)
University grade 2 - £22,776

Reporting to 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. During Term time this will consist of mainly lunches for students and staff and during the College’s main annual events (approximately 4 per year) and Community evenings (1 Thursday every other week).

During the college vacations the food and beverage service 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 that period.

The Kitchen Porter will need to have a can-do attitude, follow the head/duty 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 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, corridors, Servery and back of house.
• Any other task as directed by the duty chef or Domestic 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 the Domestic Manager/Assistant domestic Manager.

- 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

February 2024