Nuffield College

JOB DESCRIPTION

Job Title: Casual Kitchen Porter

Department: Catering/Kitchen

Place of Work: Nuffield College, New Road, Oxford

Responsible to: Catering and Conference Manager through Executive Chef

Salary: £8.75 per hour (holiday pay paid twice a year)

Hours of Work: Mostly evenings and Saturdays

Purpose of the Job:

To assist the Kitchen Team with the cleaning of the kitchen and wash up areas. Tasks will include operating pot/plate-washing machines, sweeping and mopping floors and disposing of kitchen waste.

Duties and Responsibilities:

• Follow the cleaning schedules for the kitchen and clean the section and other areas as directed.
• Ensure that all kitchen ware is cleaned and well maintained including using all PPE chemicals appropriately.
• Report any maintenance issues to the Executive Chef immediately.
• Comply with College Food Hygiene and Health and Safety policy.
• Be flexible and willing to help other sections at busy times if required.
• Ensure that all waste and recyclable materials are handled correctly and kept in line with instruction to minimise the risk of infestation.

Profile:

• Enthusiastic and a team player.
• Good time management and organisation skills.
• Professional, with experience in a similar environment.