Overview of the Role:

Nuffield College is a graduate college of the University of Oxford, specialising in the Social Sciences, particularly Economics, Politics, and Sociology. The Kitchen Porter will maintain a clean environment in the kitchen and designated catering areas at all times and operate the dishwasher for the cleaning of crockery and kitchen equipment. The Kitchen Porter will assist with deliveries and waste collection.

Key duties and responsibilities:

The Kitchen Porter will be expected to:

- Follow the cleaning schedules for the kitchen and Front of House.
- Clean all kitchen sections and other catering areas as directed.
- Ensure that all kitchenware is cleaned and well maintained.
- Use all PPE available and chemicals appropriately.
- Operate the dishwasher for the cleaning of crockery and kitchen equipment.
- Report any maintenance issues to the Executive Chef immediately.
- Comply with the 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 (including in the College Bar) are handled correctly and kept in line with instructions to minimise the risk of infestation.
• Keep the bin area clean and tidy at all times.
• Look after the kitchen laundry.
• Support the team with deliveries and collection.

Selection criteria

Essential

The successful candidate must:

• Be enthusiastic and a team player.
• Have good time management and organisation skills.
• Be professional and have experience in a similar environment.
• Have the ability to communicate clearly both in writing and verbally.
• Be able to follow relevant Health and Safety regulations and other applicable legislation.

How to apply

Applications consisting of a covering letter, stating why you are suitable for the job, and CV, together with the names and postal and email addresses of two referees, together with a Recruitment Monitoring Form should be submitted to vacancies@nuffield.ox.ac.uk or to the Human Resources Department, Nuffield College, New Road, Oxford OX1 1NF.

Terms and Conditions

Full terms and conditions of employment will be provided in writing to the successful candidate. The information below is for guidance only and does not constitute a contract of employment.

Duration

This is a permanent post subject to the normal pre-employment checks and satisfactory completion of a six month probation period.

Salary

The starting salary for the post will be agreed in the range £16,733 to £17,700 per annum, depending on experience. Salaries are paid in arrears on the 28th of each month (or where the 28th is not a working day, on the last working day before the 28th) as detailed on your payslip.
Salaries are reviewed annually in August, although the College is under no obligation to award an increase following a salary review.

Hours of Work

The normal full-time hours of work are 35 hours per week, exclusive of meal breaks. Normal hours of work will be from 7:00am to 2:30pm, inclusive of lunch break, Monday to Friday.

Holiday Entitlement

The post holder will be entitled to 41 days paid leave per annum inclusive of all public holidays and College closure days. Annual leave should be agreed with the Head of Department or Line Manager, as appropriate.

Pension

You will be contractually enrolled in the University of Oxford Staff Pension Scheme (OSPS) from the commencement of your employment, unless you opt out by completing and returning to the HR Department the relevant form.

Meal Entitlement

Coffee, tea and lunch, whilst on duty, will be provided free of charge except during any kitchen closure period.

Other Benefits

Employees will be eligible for a discounted travel to work scheme for the purchase of bus and train tickets, and where appropriate uniform.

Training

The College will support the post holder to undertake any relevant training to enhance his or her career and financial support for these development activities will be provided where appropriate.

Oxford Colleges’ Healthcare Plan

You will be eligible to join the Oxford Colleges’ Healthcare Plan from the commencement of your employment. The College will pay for a single membership of the Plan, but you may upgrade, at your own expense, your membership to cover your partner / spouse or your family. As this is a work benefit you will pay tax on the Subscription Rates.

Equal Opportunity statement
The policy and practice of the University of Oxford and Nuffield College require that all staff are afforded equal opportunities within employment. Entry into employment and progression within employment will be determined only by personal merit and the application of criteria which are related to the duties of each particular post and the relevant salary structure. In all cases, ability to perform the job will be the primary consideration. Subject to statutory provisions, no applicant or member of staff will be treated less favourably than another because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation. Where suitably qualified individuals are available, selection panels will contain at least one member of each sex.

Data Protection

All data supplied by candidates 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 General Data Protection Regulation (GDPR), the Data Protection Act 2018, and the College’s Data Protection Policy.

Pre-employment screening

If you are selected for the post, employment with the College will be conditional upon satisfying the following requirements:

Eligibility to work in the UK

The Immigration, Asylum and Nationality Act 2006 makes it a criminal offence for employers to employ someone who is not entitled to work in the UK. We therefore require applicants to provide proof of their right to work in the UK before employment can commence.

Please note that you will need to provide original documents and where any documents are not in English a certified translation will be required. Do not include these documents with your application. You will be sent a request for the relevant information at the appropriate point in the selection process.

Please note that this post is not eligible for UK Visa and Immigration sponsorship.

Medical fitness

Please note that any offers of employment will be conditional upon receipt of a completed pre-employment medical health assessment questionnaire and confirmation from the University of Oxford Occupational Health Service that the candidate is medically fit for the post (allowing for
any reasonable adjustments that may be required, in line with the provisions of the Equality Act 2010).

The purpose of the pre-employment medical health questionnaire is to:

- Assess the candidate’s medical capability to do the job for which they have applied
- Determine whether any reasonable adjustments or auxiliary aids may be required to accommodate any disability or impairment which they may now have
- Ensure that none of the requirements of the job for which they have applied would adversely affect any pre-existing health conditions the candidate may have.

*Nuffield College exists to promote excellence in education and research, and is an equal opportunities employer committed to equality and valuing diversity. Applications are particularly welcome from women, from disabled people and from black and ethnic minority candidates, who are currently underrepresented in posts in the College.*