Magdalene College  
CAMBRIDGE

Kitchen Porter  
Job Description

The College

Magdalene College, (pronounced “Maudlin”) is one of the Colleges of the University of Cambridge. It was originally founded in 1428 and re-founded in 1542. Although we are rightly proud of our history, we are a thoroughly modern and forward-looking College. We have developed a strong programme in the Sciences alongside traditional strengths in Arts subjects and the first priority for students is academic work. However there is also a thriving extracurricular life in the College and the Tutors pride themselves on the high level of pastoral care offered to junior members. There are about 500 junior members of whom approx 330 are undergraduates and 170 are postgraduates. There are 80 Fellows, 40 of which, led by the Master, consist of the Governing Body of the College.

On the non-academic side, there are approximately 116 employees in all, split between the various departments of the College, including Porters, Housekeeping, Maintenance, Conference and Catering, College Office and Tutorial staff.

Further details of the College are available on the College’s Website: http://www.magd.cam.ac.uk

Purpose of the Job

To operate the washing-up machines and assist in the general cleaning of the kitchen areas.

Responsible to: Head Chef
Main Duties and Responsibilities

**General:**
- General kitchen cleaning duties within the Catering Department as specified by the Head Chef and kitchen team, and maintaining standards within the Catering Department.
- To work in an efficient and safe manner whilst on duty.
- To adhere to instruction from the Head Chef and kitchen management team.
- To maintain good relationships with Fellows, students, conference delegates, customers, colleagues and suppliers.

**Financial and Security:**
- To assist the kitchen management team in their responsibility of all security procedures such as, departmental stock control and general departmental security.
- To take responsibility for cash handling procedures, where applicable.

**Health and Hygiene:**
- To maintain a high standard of hygiene required by the Food Safety Act 1990 and The Food Safety (General Food Hygiene) Regulations 1995.
- To assist in the completion of all hygiene schedules as dictated by the Head Chef and Kitchen management team

The above is not an exhaustive description and other requirements may emerge as necessitated by changing roles within Magdalene College and its overall objectives.

**Person Specification:**

The following criteria are appropriate to this post:

**Knowledge and experience:**
1. Previous experience in a busy kitchen or food services environment.
2. Knowledge of working within a Cambridge College is desirable but not essential.

**Personal Skills and Abilities:**
1. Ability to work as part of a team.
2. Reliable and enthusiastic to deliver good customer service with a ‘can do’ attitude.
3. Ability to work well under pressure
Salary and Conditions

- The post is offered at a salary of £16,587 per annum plus non-contractual conference bonus.

- Hours average 40 hours per week (full-time), working as part of the kitchen shift pattern.

- A uniform and meals on duty are provided.

- 33 days annual leave (including Bank Holidays). If applicable, annual leave must be taken when the kitchens are closed for two weeks during the Christmas period.

- There will be a six month probation period.

- The post-holder may, subject to meeting the enrolment criteria, be eligible to join the College’s auto enrolment pension scheme at the relevant time, with the option for enhanced employee and employer contributions following successful completion of the probationary period.

[POS July 2017]