



Linacre College

University of Oxford

Recruitment Pack: Kitchen Porter



ABOUT LINACRE

Linacre is a graduate College of the University of Oxford. Welcoming students from a breadth of academic disciplines and diverse backgrounds, Linacre is known for its interdisciplinary focus.

Situated next to the University Parks and close to the University's main libraries and laboratories, the College fosters a supportive international community of over 700 students and 50 JRFs.

Modern and progressive in character, Linacre was one of the first mixed Colleges in Oxford and offers a single Common Room for all members.

“I really enjoy working at Linacre. Not only have I felt welcomed and supported, but I have made lifelong friends.”





Our Benefits

- 38 days of annual leave, which includes the 8 statutory public holidays, to support your wellbeing and the option to purchase up to 10 extra days and additional leave after long service.
- An excellent contributory pension scheme.
- A meal (usually lunch) is provided free of charge when you are on duty and when the College kitchen is operational.
- All staff are members of the Common Room and have access to a vibrant college community with clubs, sport and recreation facilities.
- Affordable and sustainable commuting options, including a cycle loan scheme, discounted bus travel, and season ticket loans.
- Enhanced family leave.
- Access to an Employee Assistance Program (EAP) through Health Assured.

Job Description

Salary: £27,760 per year (pro-rata for part time appointments) including an Oxford Weighting of £1500 per year

Nature of Contract: Permanent, Full time

Work Schedule: Full time (40hrs a week mainly Mondays to Fridays)

Reporting to: Head Chef (or Chef on Duty)

Vacancy reference: KP2025

Location: Linacre College, St Cross Road, Oxford, OX1 3JA

Overview of the Role

As a Kitchen Porter, you will play a crucial role in maintaining high standards of cleanliness and hygiene in the kitchen. You will contribute directly to the efficiency of kitchen operations by ensuring all areas, equipment, and utensils are hygienically clean and organised, and by managing supplies and waste responsibly.

Primary working relationships:

You will collaborate closely with the kitchen team, including the Head Chef, Sous Chef, Junior Sous Chef, Chef de Partie, other Kitchen Assistants, and Kitchen Porters.

Working Pattern:

You will work Monday to Friday between the hours of 07:00 and 22:00, on a rota structured by the Head Chef. Your contracted hours will be 40 hours per week, plus a 30-minute unpaid daily break. Additionally, you will occasionally be required to work weekends for



major College events (Saturday Degree Days, Matriculation, College Garden Party, and The Gaudy), with compensation as overtime or time in lieu given.

Due to the nature of this work the Kitchen Porter must exercise a reasonable degree of flexibility towards working hours. These will be agreed with the Head Chef in advance as necessary.

There may be times you are asked to work additional to the hours above including weekends, this will be agreed with the Head Chef.

Key Responsibilities:

A full list of duties for each individual Kitchen Porter is provided in the form of a kitchen cleaning schedule. Tasks are carried out daily and checked by the Head Chef or chef on duty. Your tasks will include, but are not limited to:

- Being responsible for providing a hygienically clean kitchen environment.
- Receiving deliveries and ensuring appropriate storage of supplies and the recycling/disposal of containers and waste;
- Cleaning walls, floors, and catering equipment
- Washing pots, pans, and utensils
- Managing deliveries and properly storing supplies
- Recycling and disposal of containers and waste
- Adhering to a daily kitchen cleaning schedule, with tasks checked by the Head Chef or Chef on duty
- Carrying out any other duties relevant to your role

Accountability:

- Maintain cleanliness and organisation of the kitchen
- Ensure all equipment is maintained to high standards
- Promote a positive attitude and pride in your work
- Be economical with the use of products and energy (avoid over-stocking materials, switch off lights, adjust heating, and close windows in empty rooms)



Person Specification



Essential Criteria:

To succeed in this role, you should:

- Possess the ability to communicate clearly and accurately when keeping records
- Have the ability to communicate and understand messages and follow instructions clearly and accurately verbally
- Be willing to work under pressure
- Uphold high hygiene standards
- Have previous experience in a similar role
- Be capable of prioritising your workload, individually and as part of a team
- Maintain a flexible approach to working hours
- Be willing to undertake any work-related training provided by the College (at the College's expense) and able to learn.

Desirable Criteria

- Experience of using computers for sending and receiving emails and undertaking online training
- Possess recent certifications in Control of Substances Hazardous to Health (COSHH) and/or Basic food Hygiene

- Strong organisational and project management skills with the capacity to prioritise tasks, meet deadlines, and manage budgets effectively.
- Excellent interpersonal and networking skills, including the ability to build relationships across diverse groups, internally and externally. Good listening skills are essential.
- Demonstrable ability to engage sensitively with alumni, donors, senior staff and stakeholders.

Pre-employment screening

If you are offered the post, the offer will be subject to standard pre-employment checks. You will be asked to provide: proof of your right-to-work in the UK; proof of your identity; and (if we haven't done so already) we will contact the referees you have nominated. You will also be asked to complete a health declaration so that you can tell us about any health conditions or disabilities for which you may need us to make appropriate adjustments.

Hazard-specific / Safety-critical duties.

This job includes hazards or safety-critical activities. If you are offered the post, you will be asked to complete a health questionnaire which will be assessed by our Occupational Health Service, and the offer of employment will be subject a successful outcome of this assessment.

The hazards or safety-critical duties involved are as follows:

- First aid Awareness
- Fire safety Awareness
- Health & Safety
- COSHH
- Food Hygiene & Allergens
- Night & Lone working
- Manual Handling



Application Process

How to apply and conditions of employment:

- Applications are made via the Competency Application Form on the College website vacancies page - www.linacre.ox.ac.uk/vacancies - where you be required to upload a CV and complete the Equality and Diversity Monitoring Form. If you require the application form in a different format for accessibility reasons, please contact the HR Officer at **hr@linacre.ox.ac.uk**
- In the selection criteria section you may copy and paste a covering letter or supporting statement. This section must explain how you meet each of the selection criteria for the post using examples of your skills and experience. This may include experience gained in employment, education, or during career breaks (such as time out to care for dependants).
- Your application will be judged solely on the basis of how you demonstrate that you meet the selection criteria stated in the job description.
- As part of your application, you will be asked to provide details of two referees and indicate whether we can contact them now.
- You will be asked to upload a CV. Please upload all documents as PDF files with your name and the document type in the filename.
- If you currently work for the College, please note that:

-As part of the referencing process, we will contact your current department to confirm basic employment details including reason for leaving.

-Although employees may hold multiple part-time posts, they may not hold more than the equivalent of a full-time post. If you are offered this post, and accepting it would take you over the equivalent of full-time hours, you will be expected to resign from, or reduce hours in, your other posts(s) before starting work in the new post.



The Closing date for completed applications:

Midday (noon) Friday 25 April 2025

For any questions, please email hr@linacre.ox.ac.uk