

## JOB DESCRIPTION

**Job Title:** Senior Kitchen Porter

**Department:** Catering

**Reports to:** Executive Head Chef

**Responsible for:** Kitchen Porters

### Background

Trinity College is the largest of the Colleges of Cambridge University, with some 700 undergraduates, 350 post-graduates and 190 Fellows (the senior members of the College), plus some 350 staff. The College is a very diverse community, with about a fifth of its undergraduates and half of its post-graduates coming from overseas.

The College provides accommodation, food and drink for its members to foster a sense of community and to produce an environment in which social and academic interchange is encouraged. The Catering Department provides the food and drink service for the senior and junior members and for the staff whilst on duty. The quality, variety, presentation, service and cost of the food and drink provided are a key element in ensuring that the educational aims of the College are underpinned by the good service of the Catering Department.

### Structure

The Steward takes overall responsibility for the Catering Department under the authority of the College Council. All day-to-day management is in the hands of the Catering Manager and his management team; Head of Front of House and the Executive Head Chef. The Department consists of approximately 75 staff members and includes Office, Kitchen, Hall, High Table, Bar and Buttery staff.

### Department Services

- Hall. Open 364 days in the year, the exception being the day of the Staff Outing, in July. Undergraduate meals amount to some 250 breakfasts, 350 lunches and 450 dinners, daily. Fellows' meals amount to some 120 lunches and 50 dinners, daily.
- Private Supply. Private dinners arranged by members of the College and outside organisations, normally held in private dining rooms. Private supply occurs throughout the year, depending on College activities, but particularly during the vacation periods. It represents an important additional source of income for the department.
- College and Special Functions. Providing approximately 14 large dinners each year for the College (known as Feasts), catering for lunches and dinners for special occasions, including conferences, concerts, receptions, wedding parties and degree ceremonies.

## **Main Purpose of the Job**

To assist the Executive Head Chef in the provision of food delivery for the College, ensuring the highest standards of food service are achieved in an efficient, cost effective and customer-focused manner. To supervise, train and motivate staff to deliver these high standards in compliance with Food and Health and Safety Regulations and College policy.

## **Delivery of Food Service**

- To coordinate service and delivery to all outlets – Via the desk. Ensuring that food delivery is ready for service at the specified times, correct temperature, sufficient supply of food and is checked for presentation, consistency and quality.
- To liaise with the Front of House teams to provide a seamless service and ensure that any problems are resolved as quickly as possible.

## **Leadership**

- To lead from the front and by example to set clear goals and standards.
- To monitor and review the performance of staff, recognising, providing feedback, and encouraging excellent performance and dealing effectively and constructively with unsatisfactory performance issues in accordance with College procedures.
- To help undertake regular reviews of training and development needs and develop on-going training and development programmes. To maximise team efficiency using a performance-review process, ensuring staff are realising their full potential.
- To manage, delegate, inspire and motivate the staff to work collaboratively between the Kitchen teams and with Front-of House Service staff to develop a team culture based on inclusivity, mutual support, respect, communication and commitment, embedding excellent customer service within all aspects of service delivery within catering services.
- To assist the Executive Head Chef in the day-to-day management and development of an expanding multi-unit operation, ensuring that processes such as handover procedures, daily checklists, department chemical/cleaning item are purchased, section close down and opening procedures and Machine temperature are completed correctly and efficiently.
- To facilitate team meetings to develop and encourage effective communication between the team and feedback channels between porters, chefs, and front of house.

## **Food Safety and Health and Safety Management**

- To manage, supervise and maintain a high standard of hygiene within the department as required by the "Food Safety Act 1990", "Food Safety (General Food Hygiene) Regulations 1995", the "Food Hygiene (England) Regulation 2006" and any subsequent legislation or guidance to enforce the department's Food Safety Management System and recommend amendments to these procedures as and when appropriate.
- To manage supervise and utilise all aspects of Trinity's Food Safety Policy and HACCP's in association with Monika.
- To manage, supervise and utilise all aspects and procedures in accordance with Trinity's allergen policy.
- To help supervise documentation needed to conform to prevailing Health and Safety, Food Hygiene and COSHH legislation and confirm with best practice in the industry. This will include responsibility for maintaining all catering plant, equipment, and environments in safe, working

condition and carry out and communicate findings and recommendations of all risk assessments in a timely manner, immediately reporting any faulty equipment.

- To ensure that all processes, systems, and procedures within the Catering Department are consistent with the overarching College framework.
- To manage, supervise and maintain high levels of personal hygiene, and ensure the uniform provided are clean, presentable, and worn at all times when on duty (including chef's hat, neckerchief and safety shoes).

### **Cost Control Management**

- To manage and maximise the efficient and effective use of labour, whilst working within overall budget targets specified by the Executive Head Chef (College Head Chef (executive Chef).
- To help maintain and develop efficient and effective way include daily monitoring of wastage.

### **General**

- To keep abreast of legislative changes, advising on and assisting in the implementation of appropriate changes.
- To maintain a high standard of hygiene within the department as required by the "Food Safety Act 1990", "Food Safety (General Food Hygiene) Regulations 1995" and the "Food Hygiene (England) Regulation 2006"; to enforce the department's Food Safety Management System and recommend amendments to these procedures as and when appropriate.
- To ensure all agreed standards of cleaning are achieved and maintained as requested by supervisors in the smooth running of the kitchen cleaning team.
- To ensure all kitchen and storage areas kept clean and tidy and ready for each service.
- Follow correct procedures of cleaning and the use of cleaning equipment ensuring COSHH regulations are adhered to.
- Ensuring that health and Safety standards are maintained and reporting any shortcomings.
- Liaise with Dining Hall staff to ensure the safe and continuous smooth running of the catering service/supply of food.
- Empty and dispose of waste food bins and kitchen rubbish at the end of each shift and ensure that a high level of food hygiene is maintained at all times.
- Ensure that any broken items are reported and disposed of in a careful and safe manner.
- Load, operate, unload and stack items in a safe manner after each completed cycle. Use appropriate cleaners and maintain the dishwashing machine in a serviceable state.

The College reserves the right to make reasonable changes to the duties and requirements in the job description, which may be necessary to meet the changing needs of the job, or to reflect the latest technology or best practice.

## **Health and Safety**

All staff must adopt a responsible attitude towards health and safety and to comply with any procedures as required by the College in order to ensure the health and safety of themselves, their colleagues and any other persons that may be affected by their actions. They must be prepared to undertake any training provided in relation to health and safety or which is identified as necessary in relation to their work.

## **PERSON SPECIFICATION**

### **Knowledge and Experience**

- Working knowledge of Health and Safety in a kitchen environment.
- Previous experience of working as a Kitchen Porter – desirable.

### **Skills and personal attributes**

- Able to work as part of a busy team.
- Enthusiastic and positive attitude towards work.
- High standard of personal hygiene and general physical fitness.
- Punctual.
- Willingness to take a flexible approach to work duties working a mixture of late, early and weekend shifts as requested to cover special functions or staff absence.

### **Qualifications**

- Certificate in Basic Food Hygiene level 2 – desirable.

## EMPLOYMENT DETAILS

<b>Rate of Pay:</b>	£25,546 per annum plus a shift allowance of £3,065 (total £28,611).
<b>Hours:</b>	75 hours per fortnight excluding unpaid breaks, worked on a shift basis.
<b>Holiday:</b>	33 days including 8 public holidays.
<b>Probationary period:</b>	6 months.
<b>Meals:</b>	Free lunch is provided for staff whose duties cover this period when working in College.
<b>Pension Scheme:</b>	A pension scheme, which complies with the requirements of the Occupational and Personal Pension Schemes Regulations for auto-enrolment, will be available after three months service. All staff will become members unless they choose to opt out.
<b>Private Health Care:</b>	Membership of a free health care and a dental care scheme are available. Staff are able to join the schemes after successful completion of their probationary period, subject to eligibility. This is a taxable benefit.
<b>Cycle to work Scheme:</b>	Tax-free benefit allowing you to spread the cost of a new bike, including either a pedal bike or an e-bike, and equipment for it, over 12 months, available after successful completion of the probationary period. Maximum levels apply.
<b>Gym:</b>	Membership of the College gym is available for a modest fee. Inductions are compulsory.
<b>Sports &amp; Social Club:</b>	The Trinity College Staff Sports and Social Club, run by a committee of staff who organise events and outings.
<b>Access to College:</b>	The College is unable to provide parking on site for its entire staff. Access to and parking in the City Centre is becoming increasingly difficult. The City Council has provided several Park and Ride sites around the city outskirts, with regular bus services. A number of members of staff cycle to work, and the College may be able to provide covered cycle parking.
<b>Childcare:</b>	Access to a workplace nursery, subject to places being available.
<b>Employee Assistance:</b>	The Employee Assistance Programme is a free and confidential telephone and web based information and support service providing staff with access to caring and professional consultants and counsellors.
<b>College Punts:</b>	Use of College punts at a subsidised rate.