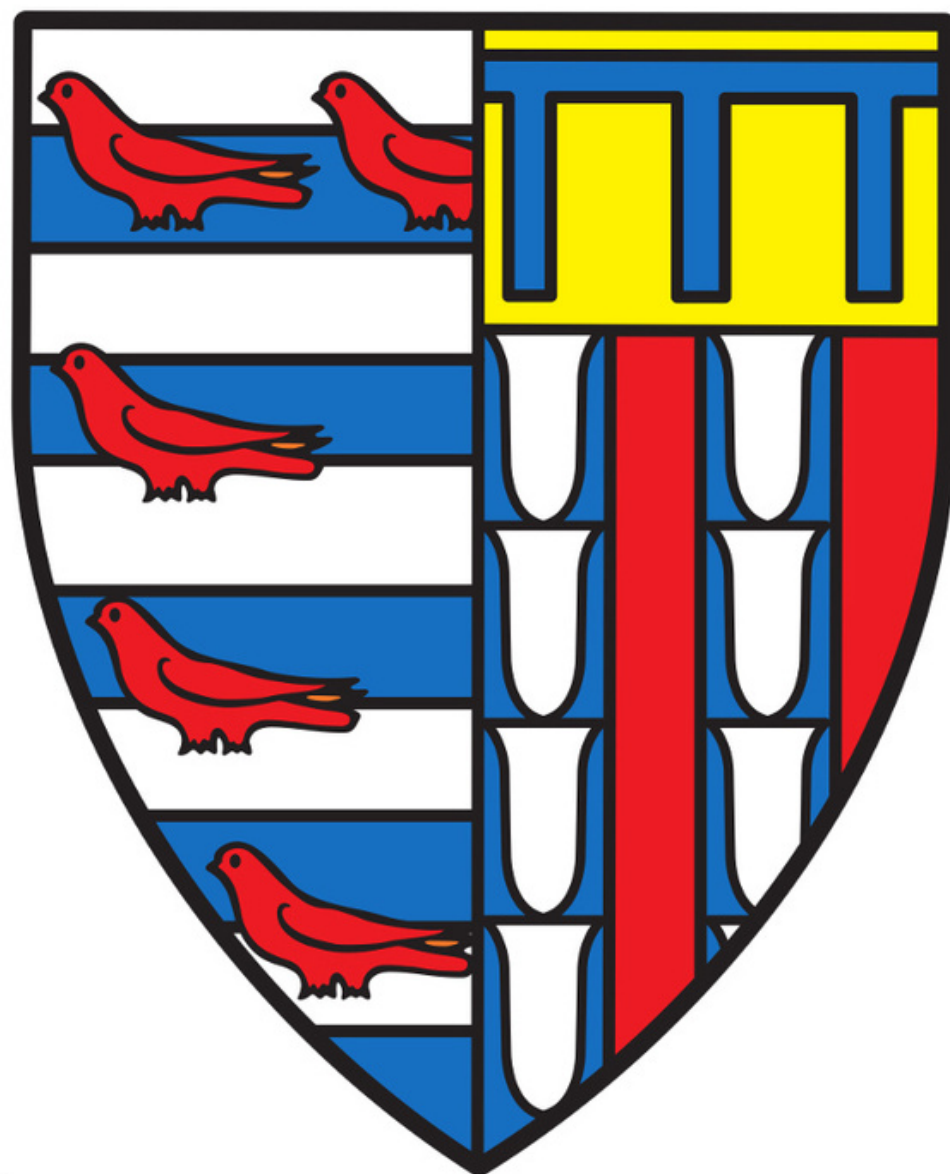


PEMBROKE COLLEGE

CATERING DEPARTMENT

KITCHEN PORTER



NOVEMBER 2023

CAMBRIDGE

THE DEPARTMENT

From a business meeting, to a celebratory dinner or wedding reception, Pembroke College's Catering Team are experienced and well-trained in providing excellent food, facilities and service. When combined with our quintessentially English gardens and historic buildings, Pembroke College offers a rare and unique venue for hosting your important events. We cater for weddings exclusively for alumni and College members, reserving Saturdays throughout the long vacation for these unique events.

THE ROLE

To help achieve the highest standard of cleanliness and hygiene in the College kitchens and wash up areas.

SALARY & HOURS

£24,596 per annum. 37.5 hours per week on a shift system covering seven days, including evenings and weekends.

Gratuities are shared between all Catering staff and distributed on an occasional basis.

JOB DESCRIPTION

Responsible to: Head Chef /Deputy Head Chef.

Responsible for: Cleaning/drying and storage of dishes/cutlery/pots/pans/glasses etc. To keep the washing up area clean and trip free at all times due to water.

Location: Pembroke College, Cambridge.

Skills: To work well under pressure, with minimum supervision.

Budget Responsibilities: None.



JOB DESCRIPTION

Main Duties and Responsibilities:

- Prepare and load the dishwashing machine with plates, glasses, service items, cutlery and kitchen equipment. Ensure dishwashing machines are loaded well to ensure breakages are minimal.
- Ensure that any broken items are reported and disposed of in a careful and safe manner according to the College policy.
- Empty and dispose of food waste and kitchen rubbish throughout and at the end of shifts. Ensure that a high level of hygiene is maintained in the department at all times.
- To make sure that COSHH regulations are followed when using/chemicals which are issued. Attend any relevant courses provided regarding chemicals by the College.
- To make sure that clean laundered uniforms are worn at all times.
- Undertake other tasks that may be requested by the management team due to the nature and character of the post.
- Ensure personal hygiene is maintained in line with grooming standards set by the Catering Department.



PERSON SPECIFICATION

Essential:

- Qualifications/academic achievements/education
- Domestic kitchen experience
- Willing to attend relevant training course as requested by Pembroke College.
- Skills/knowledge/training
- Reliable and well presented.
- Methodical and thorough in all tasks undertaken.
- Experience in a similar role.
- Understanding of HACCP.
- Understanding of COSHH.
- Friendly, co-operative and helpful/approachable.
- Responsible and trustworthy.
- Ability to work as part of a team.
- Flexible approach and accepting of change.
- Able to work weekend shift patterns.

Desirable:

- Qualifications/academic achievements/education
- Experience in a College environment.
- Basic food hygiene certificate.
- COSHH training.
- Ability to achieve and maintain high standards of cleanliness and hygiene.

ORGANISATION CHART

CATERING & EVENTS MANAGER



HEAD CHEF



DEPUTY HEAD CHEF



SOUS CHEF



ADDITIONAL INFORMATION

Health and Safety:

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

The College operates a non-smoking policy; smoking is only permitted in the designated smoking areas.

Safer Recruitment:

As part of our safer recruitment practices posts will be subject to the relevant compliance checks including an enhanced DBS check where this is appropriate.

Equal Opportunities:

We are an equal opportunities employer and welcome applications from all suitably qualified persons regardless of their race, identity, sex, disability, religion/belief, sexual orientation or age.



HOW TO APPLY

If you would like to have an informal conversation about the post,
please call
James Anderson on
(01223) 764568

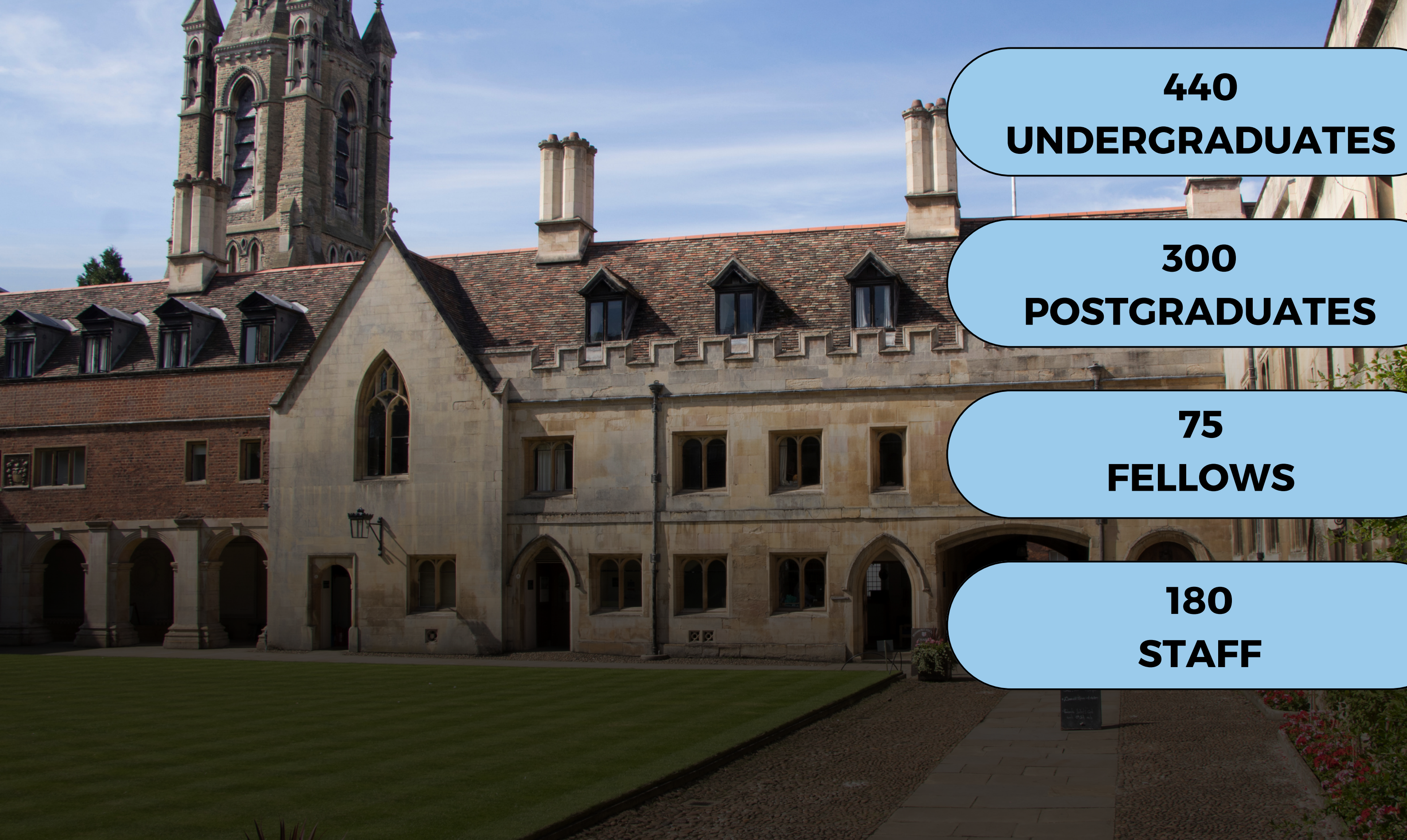
Please complete an Application Form and
Rehabilitation of Offenders Form (compulsory), and an Equal
Opportunities Form.

Completed application forms together with a covering letter can
be emailed to: hr@pem.cam.ac.uk or alternatively posted to The
HR Office, Pembroke College, Trumpington Street, CB2 1RF.
Please do not include separate CVs.

We look forward to hearing from you.

Privacy Statement





440
UNDERGRADUATES

300
POSTGRADUATES

75
FELLOWS

180
STAFF

INTRODUCING PEMBROKE COLLEGE

Pembroke College, founded in 1347 by Marie de St Pol, Countess of Pembroke, is proud of its traditions. The third oldest of the Cambridge colleges, it was the first to have its own Chapel, and in the stained glass windows there and in our Library is evidence of the way we make light of that history. Located in the heart of the University city, Pembroke presents a tranquil environment with varied architectural styles framing beautiful gardens and open courts.

The College today is an intimate yet diverse community, committed to welcoming students of exceptional talent regardless of their social, cultural or educational background, and giving them the benefit of contact with a large and distinguished Fellowship. Pembroke thrives on conversations, between generations and disciplines - between undergraduates, graduates and senior Members, between current students and our alumni, and between the academy and the wider world.

STAFF BENEFITS

Annual staff outing

Christmas gift for staff

Cycle to work and 'Buy a bike' schemes

Death in service benefit

Discounts on Dell products

Employee Assistance Programme

Free meal whilst on duty (see Swipe Card Guide)

Free passes to the Botanical Gardens

Local discounts with University Card

Medicash

NOW pension scheme

On site gym

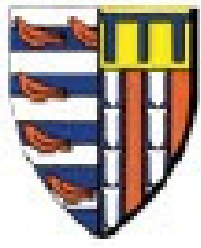
Subsidised health care

and more.....

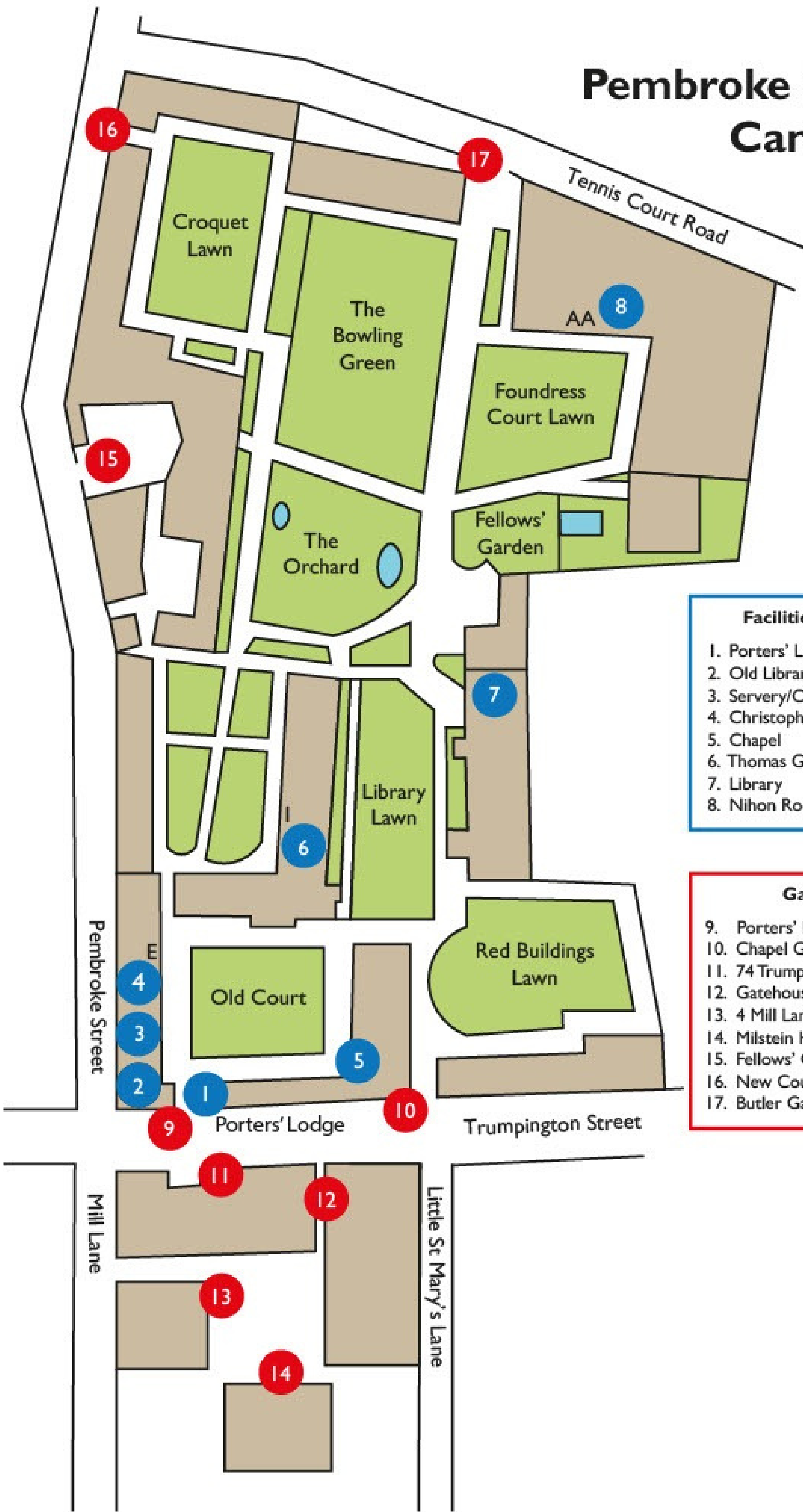
SOME BENEFITS ARE NON-CONTRACTUAL AND MAY BE WITHDRAWN.

SOME BENEFITS MAY BE SUBJECT TO A QUALIFYING PERIOD AND/OR SUBJECT TO TERMS.

Pembroke College
Cambridge



CB2 1RF



Facilities and Function Rooms

- 1. Porters' Lodge
- 2. Old Library
- 3. Servery/Canteen
- 4. Christopher Smart Room (E staircase)
- 5. Chapel
- 6. Thomas Gray Room (I staircase)
- 7. Library
- 8. Nihon Room (AA staircase)

Gates and Entrances

- 9. Porters' Lodge Main Gate
- 10. Chapel Gate (card access)
- 11. 74 Trumpington St Entrance
- 12. Gatehouse & Auditorium Entrance
- 13. 4 Mill Lane Entrance
- 14. Milstein House Entrance
- 15. Fellows' Car Park Entrance
- 16. New Court Arch Gate (card access)
- 17. Butler Gate (card or Porter access)