



**St John's College**  
Oxford

## **Casual Kitchen Assistant**

### **Further Particulars**

#### **About St John's College**

St John's College is one of the larger colleges within the University of Oxford. Founded in 1555 by Sir Thomas White, the College is a long-established member of the thirty-eight colleges of Oxford University. Like all colleges, it is an independent, self-governing establishment, which functions both as an academic institution and as a social and residential centre for its members. The College has around 650 students and 100 Fellows. For further information about the College, please visit our website at [www.sjc.ox.ac.uk](http://www.sjc.ox.ac.uk).

#### **Main Duties**

- Mopping, sanitising and cleaning all floors in the kitchen and other areas related to the Catering Dept.
- Keeping the kitchen yards and bin areas tidy
- Operate the bin compactor when necessary
- Keep all food waste bins clean, emptied when necessary and sanitised
- Dismantling ovens and other equipment; clean and sanitise.
- Washing the pots and pans in pot wash area of the College kitchens.
- Washing plates and other utensils in the pass through dishwasher
- Collect dirty plates etc from the dining hall during lunch and dinner
- Report any obvious defects in equipment to the Head Chef.
- Sanitise all work surfaces
- In agreement with the Head Chef, work in the other College kitchens, including the Main Kitchen, Senior Common Room Kitchen, St Giles House kitchen, Garden Quad kitchen and Kendrew Café kitchen.
- Assist with deliveries and taking them to the allocated storage space.
- Support the College chefs with basic food preparation, (peeling potatoes, vegetables and fruit for example)

#### **Health and Safety**

- Comply with the Colleges Health and Safety Policies
- Comply and adhere to the College's Food Safety Management System, under the direction of the College Chefs
- Wear the appropriate uniform supplied by the College

## **Training**

- You will be required to attend mandatory training sessions, such as manual handling, COSHH (control of substances hazardous to health), fire awareness and other relevant training deemed necessary

## **Reporting Structure**

The Kitchen Assistant reports directly to the Head Chef.

## **Personal Documentation**

The selected candidate will be required to present documentation demonstrating the Right to Work in the UK.

## **Terms and Conditions**

**Salary:** £13.16 per hour

**Hours of work:** There are no set hours associated with this role, you will work on a casual basis according to College needs.

**Clothing:** A uniform and safety shoes will be provided.

**Meals:** The post holder is entitled to free meals on days when working at the College site.

## **Application Procedure**

If you consider that you meet the selection criteria (detailed previously), please send your full CV with your complete education and employment history, preferably by email, to [vacancies@sjc.ox.ac.uk](mailto:vacancies@sjc.ox.ac.uk).

## **Equal Opportunities Statement**

St John's College is committed to providing equality of opportunity and avoiding unlawful discrimination. The policy and practice of the College require that all staff are afforded equal opportunities within employment and that entry into employment with the College 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 the 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 his or her sex, marital status, sexual orientation, racial group, age or disability.

## **Data Protection**

All data supplied by candidates will be used only for the purpose of determining their suitability for the post and will be held in accordance with the principles of the Data Protection Act 1998 and the College's Data Protection Policy and recruitment monitoring process.