



St John's College  
Oxford

## **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.

## **Selection Criteria**

### Essential

- Self-motivated
- Conscientious
- Good interpersonal and communication skills (including a basic level of written and spoken English)
- Ability to work calmly under pressure
- Positive attitude to and pride in work
- Punctuality and reliability
- Flexibility regarding working hours (the post holder must be willing to work weekends and evenings)

### Desirable

- Experience of work in a similar working environment
- Previous manual handling training
- Previous COSHH training

## **Terms and Conditions**

**Salary:** £29,244.80 per annum plus £189.64 Oxford Weighting Allowance.

**Hours of work:** 40 hours per week as rostered by the Head Chef on 5 days out of 7 shift patterns, including working alternate weekends, working some bank holidays, and evening work.

**Holidays:** Annual entitlement is 38 days inclusive of 8 Bank Holidays (pro rata for part time staff) and is to be taken by agreement with the Head Chef. The College operates fixed closure days where you will be required to use holidays. The holiday year runs from 1 January to 31 December.

**Overtime:** time worked in addition to your usual hours will usually be compensated for with time off in lieu. Where pay is provided by way of overtime, this will be at “Flat Rate”, with the exception of designated “Special Holidays” (currently these are Christmas Day and New Year’s Day where overtime will be at Double Time). Overtime/Time in Lieu will only become applicable once full contractual hours have been worked in any given week.

**Pension:** As an employee of St John’s College, the post holder will automatically be enrolled into the St John’s College Staff Pension Fund with effect from the first day of employment, subject to the trust deed and rules governing the scheme from time to time. Contributions will be payable in equal monthly instalments in arrears by way of deduction from the salary.

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

**Probationary and Notice Periods:** The appointment is subject to satisfactory completion of a six-month probationary period, during which time the notice period will be one week on either side. Once the appointment has been confirmed, the notice period on either side will be:

- (a) After the initial probationary period, and up to four years’ service – one month
- (b) For each full year of continuous service after four years’ service – not less than one week for each continuous year of service, up to a maximum of twelve weeks’ notice.

**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 application consisting of a covering letter explaining your suitability for the post and a full CV with your complete education and employment history, preferably by email, to [vacancies@sjc.ox.ac.uk](mailto:vacancies@sjc.ox.ac.uk), or by post to Mrs Amanda Armstrong, HR Office, St John’s College Oxford, St Giles, OX1 3JP.

Your application should arrive no later than 20<sup>th</sup> June 2025 at 12 noon. This position will remain open until filled.

Please state the names, addresses and telephone numbers of two people who are prepared to give you a reference for this position (preferably your current Line Manager). Please indicate whether we can contact them at this stage.

If your application is successful, your appointment will be subject (i) to the provision of an original document, which indicates your right to work in the UK, and (ii) the completion of an initial probation period.

### **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.