

About the National Church Institutions (NCIs)

The National Church Institutions comprises a wide variety of teams, professions and functions that support the mission and ministries of the Church of England in its vision to be a church, centred on Jesus Christ, for the whole nation - a church that is simpler, humbler, bolder.

We Include. You Belong.

Our Belonging and Inclusion Strategy aims for everyone in the National Church Institutions (NCIs) to feel that they belong, and are valued for who they are and what they contribute. Together, our people contribute in different ways towards our common purpose, whichever NCI they work in and whatever their background.

Living out our values in all that we do, we:

- Strive for **Excellence**
- Show **Compassion**
- **Respect** others
- **Collaborate**
- Act with **Integrity**

We believe our commitment to belonging and inclusion fuels our progress and drives us forward. The NCIs are a safe, inclusive workplace for people of all backgrounds and walks of life. We welcome applications from people of all faiths and of no faith. We want to encourage applications from a diverse group of people who share our values. Even if you have never thought about working for us before, if you have the skills and experience we're looking for then we would like to hear from you.

About the department

Lambeth Palace is a unique building of significant historical and global provenance. It is, first and foremost, the home of the Archbishop of Canterbury and their family, as well as home to a wider, diverse and thriving, residential community. It is also an office and the epicentre of the Archbishop of Canterbury's ministry to the Church of England and the global Anglican Communion. It is a Grade I listed building comprising of various listed buildings dating from the 12th to the 20th centuries, set within 10 acres of beautiful landscaped gardens. Extensive refurbishment works are currently underway to the Blore Building, bringing state of the art facilities to the event spaces. A re-launch of the event spaces is being planned for 2025, upon completion of the works.

By its nature and location, Lambeth Palace is seen as an iconic statement of the values and the nature of the Church of England, the Anglican Communion and the ministry of the Archbishop of

Canterbury. As such, the way it is managed is essential to the witness and ministry exercised or exemplified within its boundaries.

In collaboration with the wider events team, this fast-paced position plays a key role in the setting of the tone and ethos of the practical operational extension of the Archbishop's ministry. The pattern set by the traditions of hospitality set out in the Rule of St Benedict and the ancient traditions of Christian hospitality, which call for all visitors to be treated as if they were Christ Himself, set the benchmark for this post.

What you'll be doing

MAIN DUTIES AND RESPONSIBILITIES

To keep the kitchen clean and tidy. kitchen tasks will be required such as, maintaining a clean and organised kitchen environment, supporting chefs, and performing basic food preparation tasks, including dishwashing, cleaning and waste management. The post holder will also assist in equipment and food supply stocktakes and help ensure that the kitchen operations are supported as required. There will be occasional need to support front-of-house catering setup to cover for sickness or unexpected absence of regular catering staff. The post holder will need to be hard-working and happy to work late evenings as needed to cover events. The site has gone through a major refurbishment which consists of a brand new state of the art kitchen facilities.

Kitchen:

- To record opening and closing checks.
- To keep the kitchen clean and tidy at all times, to undertake general kitchen porter duties (washing up & kitchen cleaning & Waste management).
- To receive, check and put away daily deliveries, to record daily fridge/freezer temperatures, by using food alert system, reporting any discrepancies to the Head Chef.
- To clean and closedown the kitchen at the end of shifts.
- To complete daily Kitchen cleaning schedules at the end of shifts.
- To assist the kitchen team with basic food preparation & service.
- To assist with basic front of house catering duties occasionally as requested by the Operations manager.
- Delivery of catering to required locations when necessary.

Stocktake

- Help to complete regular equipment stocktakes for the kitchen and catering supplies, as well as ensuring adequate food supplies are maintained in collaboration with the kitchen team.

General:

- The main duties and responsibilities of your post are outlined in your job description. This list is not exhaustive and is intended to reflect your main tasks and areas of work. Changes may occur over time, and you will be expected to agree any reasonable changes to your job description that are commensurate with your banding and in line with the general nature of your post. You will be consulted about any changes to your job description before these are implemented.

All staff working at Lambeth Palace share responsibility to promote and maintain a strong safeguarding culture with regard to children and vulnerable adults, including identifying the key actions they should take given their role and responsibilities.

Your job description is intended to reflect your main tasks and areas of work, but is not exhaustive. Changes may occur over time and you will be expected to agree any reasonable changes to your job description that are commensurate with your banding and in line with the general nature of your post. You will be consulted about any changes to your job description before these are implemented.

About You

The Church of England is for everyone and we want to reflect the diversity of the community the Church serves across the whole country. Therefore, while of course we welcome all applications from interested and suitably experienced people, we would particularly welcome applicants from UK Minoritised Ethnicities (UKME)/Global Majority Heritage (GMH) and other under-represented groups.

Essential

Knowledge/Experience:

- Experience working in a busy kitchen with small teams.
- Knowledge of Health & Safety practices in regard to food preparation and kitchen equipment.
- Experience with basic food preparation and delivery controls.
- Awareness of manual handling techniques.
- Awareness of Control of Substances Hazardous to Health Regulations (COSHH) and chemical safety.
- Awareness and an understand of food allergens.

Skills & Abilities:

- Strong sense of responsibility that the work issued is of a consistently high standard, with fast response times.
- A self-starter, able to use initiative and good judgement.
- Ability to work calmly under pressure.
- Flexibility with the ability to adapt plans quickly in response to change.
- Strong team working skills.
- Hard-working and willing to complete time-consuming cleaning tasks regularly.
- Basic food preparation and kitchen equipment handling skills.

Qualifications & Training:

- Level 1 Food Safety.
- Allergen Training.

Desirable

Skills/Aptitudes:

- A working knowledge of Food Safety requirements and legislation, including completion of relevant training certificate/s.
- A sympathy with and interest in the Archbishop of Canterbury's ministry.

Vacancy ummary

JOB TITLE:	Kitchen Porter
NCI ENTITY:	Lambeth Palace
DEPARTMENT:	Office of the Archbishops (Lambeth Palace)
GRADE:	Band 7 Standard Point
SALARY:	£30,430
WORKING HOURS:	35 Hours
PRIMARY OFFICE LOCATION:	Lambeth Palace
HYBRID WORK ARRANGEMENTS:	N/A
IS HOMEWORKING A REQUIREMENT FOR THE ROLE?:	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
IF NOT A REQUIREMENT, IS THE ROLE SUITABLE FOR HOMEWORKING?:	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
CONTRACT TYPE:	Fixed-Term
IS A DBS CHECK REQUIRED?	<input checked="" type="checkbox"/>
IF YES, WHICH LEVEL	Basic
IS A FAITH-BASED GOR APPLICABLE FOR THIS ROLE?	<input type="checkbox"/>
ORACLE POSITION CODE:	Click or tap here to enter text.
COST CODE:	15060
PARENT POSITION:	Head Chef
March 2024	