

## KITCHEN PORTER

Job Ref: REQ16847

**As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.**

Campus Living is the campus hospitality provider at Loughborough University. We provide accommodation and catering within our halls of residence and within our various food and bar outlets for students, staff and visitors.

### Job Description

#### Job Grade:

Operational Service Grade 1

#### Job Purpose

Cleaning of the kitchen and of kitchen equipment and driving of delivery vehicle as necessary.

#### Job Duties

##### **General Duties**

- Washing and general cleanliness of all pots and pans used in the kitchen
- Washing of all equipment, floors, walls preparation, cooking and storage areas
- Put away in appropriate location all deliveries, ie milk, bread, dry goods, frozen items, taking account of stock rotation
- Undertake basic food preparation under the Chef and Second Chef instruction
- Drive the allocated vehicle as and when required
- Drive a Luton Van and operate a tailgate as and when required
- Deliver and collect food/crockery/equipment as and when required

##### **Health, Safety and Hygiene**

- Follow code of practice for use of detergents and cleaning practices
- All staff have a statutory responsibility to take reasonable care of themselves, others and the environment and to prevent harm by their acts or omissions. All staff are therefore required to adhere to the University's Health, Safety and Environmental Policy & Procedures
- Demonstrate understanding of 'Food Hygiene' Guidelines which includes storage

##### **Legislation**

- All food Handlers are bound by the following legislation:
  - Food Law code of Practice (England) 2008
  - Food Hygiene (England) Regulations 2006
  - The Food Safety & Hygiene (England) Regulations 2013

##### **Training**

- Attend any relevant training courses, continue own personal development

## **Points to Note**

The purpose of this job description is to indicate the general level of duties and responsibility of the post. The detailed duties may vary from time to time without changing the general character or level of responsibility entailed.

## **Special Conditions**

All staff have a statutory responsibility to take reasonable care of themselves, others and the environment and to prevent harm by their acts or omissions. All staff are therefore required to adhere to the University's Health, Safety and Environmental Policy & Procedures.

All staff should hold a duty and commitment to observing the University's Equality & Diversity policy and procedures at all times. Duties must be carried out in accordance with relevant Equality & Diversity legislation and University policies/procedures.

Successful completion of probation will be dependent on attendance at the University's mandatory courses which include Respecting Diversity and, where appropriate, Recruitment and Selection.

## **Organisational Responsibility**

Reports to the Head Chef/Sous Chef

## Person Specification

Your application will be reviewed with respect to meeting the essential and desirable criteria listed below. Your application will be reviewed against the essential and desirable criteria listed below. Applicants are strongly advised to explicitly state and evidence how they meet each of the essential (and desirable) criteria in their application. Stages of assessment are as follows:

- 1 – Application
- 2 – Test/Assessment Centre/Presentation
- 3 – Interview

### Essential Criteria

| Area                 | Criteria  | Stage |
|----------------------|---|-------|
| Experience           | Able to drive delivery vans   | 1,3   |
|                      | Able to drive a Luton Van and operate a tailgate  |       |
| Skills and abilities | Ability to carry out all duties and responsibilities of this post, which includes cleaning kitchen equipment, floors, walls, preparation, cooking and storage areas | 1,3   |
|                      | Able to undertake basic food preparation, under direction of Head Chef/Sous Chef  | 1,3   |
|                      | Ability to work as part of a team and to collaborate with others.   | 1,3   |
|                      | Ability to communicate with colleagues, managers and customers as required  | 1,3   |
| Training             | Ability to follow correct and safe working practices  | 3     |
|                      | A willingness to undertake further training as appropriate and to adopt new procedures as and when required   | 3     |
| Qualifications       | Hold a full driving licence including Category C*   | 1,3   |
| Other                | Commitment to observing the University's Equal Opportunities policy at all times.   | 3     |

\*To meet the requirements set by the University Insurers all employees who are required to drive as part of their job role must be aged 21 or over.

### Desirable Criteria

| Area           | Criteria  | Stage |
|----------------|---|-------|
| Experience     | Experience of washing and maintaining general cleanliness of equipment and working areas within large kitchen areas | 1,3   |
| Qualifications | Basic Food Hygiene Certificate  | 1,3   |
|                | Customer service qualification  | 1,3   |

## Conditions of Service

The positions available are on full time and part time, 32 week (term time) and 52 week 5 over 7 open ended and fixed term contracts (until 25th June 2017) . Salary will be on Operational Service Grade One, £8.25 per hour (including The Living Wage Supplement).

The appointment will be subject to the University's normal Terms and Conditions of Employment for Operational and Administrative staff, details of which can be found [here](#).

The University is committed to enabling staff to maintain a healthy work-home balance and has a number of family-friendly policies which are available at <http://www.lboro.ac.uk/services/hr/a-z/family-leave-policy-and-procedure---page.html>.

We also offer an on-campus nursery with subsidised places, subsidised places at local holiday clubs and a childcare voucher scheme (further details are available at: <http://www.lboro.ac.uk/services/hr/a-z/childcare-information---page.html>)

In addition, the University is supportive, wherever possible, of flexible working arrangements. We also strive to create a culture that supports equality and celebrates diversity throughout the campus. The University holds a Bronze Athena SWAN award which recognises the importance of support for women at all stages of their academic career. For further information on Athena SWAN see <http://www.lboro.ac.uk/services/hr/athena-swan/>

## Informal Enquiries

Informal enquiries should be made to Mark Gane, Food Service Manager by email at [m.gane@lboro.ac.uk](mailto:m.gane@lboro.ac.uk) or by telephone on 01509 223856.

## Applications

The closing date for receipt of applications is **Wednesday 7<sup>th</sup> December 2016**.