

## KITCHEN PORTER /STORES

Job Ref: REQ170976

**As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.**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 Services Grade 2

#### Job Purpose

Manage goods in from delivery, quality checking, storage, rotation, housekeeping and stock taking, assist the team with general kitchen duties and the driving of a delivery vehicle as necessary

#### Job Duties

##### *General Duties*

- Goods in - check all goods in, checking for quality and against order sheets. Report anomalies, complete all goods received records and store goods in designated areas
- Delivery / Invoice note checking – ability to be able to check goods received against supplier documentation and update computer records
- Stock rotation - rotate stock in all areas including dry stores, chemicals, fridges, freezers and liquor. Report out of date items
- Store facilities - ensure that all storage areas are efficiently used and maintained by all staff and liaise with the Head Chef
- Stock take – complete stock takes and update computer records
- Assist Head / Sous Chef in dealing with quality issues with suppliers
- To undertake kitchen duties as requested by Head Chef or Duty Managers
- Required to perform standard kitchen/ Kitchen Porter duties as required, including washing of pots pans, cooking and storage areas
- 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 & Hygiene*

- COSHH – training in the handling & usage of chemicals
- Manual Handling – attend and complete in house manual handling course
- Adopt safe working practices to safeguard the safety of others as well as oneself. It is important that current legislation is complied with and that instructions upon hygiene and safety are closely followed
- Demonstrate understanding of 'Food Hygiene' guidelines, which includes storage

- 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

### **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**

- Train a member of the team to ensure cover for holiday periods
- 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		
Skills and abilities	Ability to supervise deliveries, check the quality of goods and invoices	1, 3
	Ability to carry out basic administrative duties	1, 3
	Ability to carry out stock takes and stock rotation	1, 3
	Ability to carry out all general kitchen duties as requested by the chef, including; 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
	Ability to follow correct and safe working practices in line with Health and Safety legislation	1, 3
Training	A willingness to undertake further training as appropriate and to adopt new procedures as and when required	1, 3
	A willingness to train other staff members	1, 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
	Experience of all duties relating to managing goods in from delivery, conducting stock takes and stock rotation	1, 3
Qualifications	Basic Food Hygiene Certificate	1, 3

## Conditions of Service

The position is full time on a term time (32 week) open ended contract. Salary will be on Operational Services Grade 2, £8.45 per hour (including the Living Wage Supplement) to £8.65 per hour at a starting salary to be confirmed on offer of appointment. Subject to annual pay award.

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 Jagat Singh, Head Chef by email at [j.Singh4@lboro.ac.uk](mailto:j.Singh4@lboro.ac.uk) or by telephone on 01509 223825.

## Applications

The closing date for receipt of applications is **Monday 23 October 2017**. Interviews will be held during the week commencing 30 October 2017.