

**Message from the Director of Estates and Facilities Management**

*Dear Colleague,*

Loughborough University is a fantastic place to work and study. There is a real pride in the University that touches everyone associated with it. We want to attract and retain the best people to work in our Maintenance and Engineering team at Loughborough University and believe that we offer an attractive total reward package that includes: generous index linked pension, generous holiday allowance, access to sporting facilities and gym membership at staff rates and many other benefits. We hope that you will apply and look forward to meeting you

Throughout our history we have built upon our distinctive characteristics and enhanced our strengths. Our origins in 1909, as one of the UK's foremost technical institutes focused on meeting society's needs, set in train an ethos that is still evident at Loughborough today.

Our campus in the heart of Leicestershire – one of the largest in the UK, spanning 440 acres – provides a supportive and enriching environment with first-rate facilities for both staff and students. Loughborough is the largest single site University campus in the UK at 440 acres; it is located close to a market town and is only minutes away from the motorway network. The Estate is in a sylvan setting, with a huge variety of academic, residential, commercial and sports facilities and is 362,000 sq. m in total. There are 154 buildings as well as a further 85 acres that is currently agricultural land adjoining campus that has planning permission for the further development of the Loughborough University Science and Enterprise Park (LUSEP) and is part of an Enterprise Zone. Our Facilities have been voted the best in the UK for the last five years in the Time Higher Student Satisfaction survey and voted the best in the WhatUni 2018 and 2019 awards.

*Graham Howard*

## Job Title: Kitchen Porter

Job Ref: REQ221202

General Details	
Job Title:	Kitchen Porter
Professional Service:	Catering – Estates & Facilities Management
Location	Loughborough University
Tenure:	Open ended – 32 week & 52 week contracts
Hours/FTE	Part Time and Full time
Grade/Salary	Operational Services Grade 1 - £9.82 per hour
Holiday	34 days inclusive of 8 Bank holidays and 6 University closure days
Pension	Automatic enrolment into the Local Government Pension Scheme
Starting date:	Asap

Job Purpose
Cleaning of the kitchen and kitchen equipment, external areas and driving of the delivery vehicle, as necessary.

Management & Supervision	
Reporting to:	Head Chef, Sous Chef or Junior Sous Chef

Responsibilities
<p><b>General Duties</b></p> <ul style="list-style-type: none"> <li>• Washing and general cleanliness of all pots and pans used in the kitchen               <ul style="list-style-type: none"> <li>○ Crockery and cutlery within the Dining Hall</li> </ul> </li> <li>• Washing of all equipment, floors, walls, preparation surfaces, cooking and storage areas</li> <li>• Put away in appropriate location all deliveries, ie milk, bread, dry goods, frozen items, taking account of stock rotation</li> <li>• Regular emptying of kitchen food waste bins and rubbish bins</li> <li>• Ensure that correct recycling procedures are followed</li> <li>• Maintain the cleanliness of external areas including delivery yard, bins and recycling area</li> <li>• Undertake basic food preparation under the Chef and Second Chef instruction</li> <li>• Drive the allocated vehicle as and when required*               <ul style="list-style-type: none"> <li>○ Drive a Luton Van and operate a tailgate as and when required*</li> <li>○ Deliver and collect food/crockery/equipment as and when required*</li> </ul> </li> </ul> <p><i>*applies to positions of 25 hours or more only</i></p> <p><b>Health, Safety and Hygiene</b></p> <ul style="list-style-type: none"> <li>• COSHH – training in the handling &amp; usage of chemicals</li> <li>• Demonstrate understanding of Food Safety to include cleaning, food storage and personal hygiene</li> <li>• Manual Handling – attend and complete in house manual handling course</li> <li>• 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</li> </ul>

**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.

## Professional Development

Loughborough University supports the professional development of colleagues and encourages continuous professional development to ensure professional skills and knowledge are maintained.

## Conditions of Service

The appointment will be subject to the University's normal Terms and Conditions of Employment for Academic and Related staff/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, where operational needs allow, 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/>

## 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.

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.

## Organisational Responsibility

The role holder will report directly to the Head Chef

## Person Specification

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*	1,3
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/Junior 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 & Safety legislation	3
Training	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

\*Applies to positions of 25 hours or more only

\*\*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 a large kitchen environment	1,3
	Experience of working within a customer facing environment	1,3
Qualifications	Basic Food Hygiene Certificate	1,3