



Department of Estates & Facilities Management

Job Title: Kitchen Porter

Job Ref: REQ230832

General Details	
Job Title:	Kitchen Porter
Professional Service:	Catering – Estates & Facilities Management
Location	Loughborough University
Tenure:	Open ended – 52 week contract
Hours/FTE	Full Time
Grade/Salary	Operational Services Grade 1 - £10.90 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>General Duties</p> <ul style="list-style-type: none">• Washing and general cleanliness of all pots and pans used in the kitchen• Washing of all equipment, floors, walls, preparation surfaces, cooking and storage areas• Put away in appropriate location all deliveries, ie milk, bread, dry goods, frozen items, taking account of stock rotation• Regular emptying of kitchen food waste bins and rubbish bins• Undertake basic food preparation under the Chef and Second Chef instruction• Drive the allocated vehicle as and when required*<ul style="list-style-type: none">○ Drive a Luton Van and operate a tailgate as and when required*○ Deliver and collect food/crockery/equipment as and when required* <p><i>*applies to positions of 25 hours or more only</i></p> <p>Training</p> <ul style="list-style-type: none">• Attend any relevant training courses, continue own personal development <p>Health, Safety and Hygiene</p> <ul style="list-style-type: none">• COSHH – training in the handling & usage of chemicals• Demonstrate understanding of Food Safety to include cleaning, food storage and personal hygiene• 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

Essential Criteria for the role

- Ability to drive the delivery van and hold a full category C driving licence
- Hold a full Basic Food Hygiene Certificate

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
- Able to undertake basic food preparation, under direction of Head Chef/Sous Chef/Junior Sous Chef