

Kitchen Porter

Job Ref: REQ260537

Department summary:

The Estates and Facilities Management team at Loughborough University is central to creating the world-class campus experience for which the University is known. We are a large and diverse team made up of Catering, Residential, Domestic, Projects, Operations, Maintenance, Engineering, Sustainability and Space teams. Together, we manage and develop one of the UK's largest single-site campuses, ensuring that its buildings, grounds, infrastructure and support services are sustainable, stylish and set up for success. We work collaboratively to support our students, colleagues and partners, helping to shape the exceptional campus environment we are consistently recognised and awarded for. Above all, we take pride in creating a welcoming, vibrant and authentic workplace where everyone can thrive and we welcome likeminded individuals to join us and be part of our future.

Job Description

Job Family and Grade: Operational Services Grade 1

Job Purpose

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

Job Duties

General Duties

- Washing and general cleanliness of all pots and pans used in the kitchen
 - Crockery and cutlery within the Dining Hall
- 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
- Ensure that correct recycling procedures are followed
- Maintain the cleanliness of external areas including delivery yard, bins and recycling area
- 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*

**applies to positions of 25 hours or more only*

Health, Safety and Hygiene

- 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

Legislation

- All food handlers are bound by the current relevant legislation

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 outlined in the document.

Organisational Responsibility

Reports to the: Head Chef, Sous Chef or Junior Sous Chef

Person Specification

Your application will be assessed based on the essential and desirable criteria listed below.

Applicants are strongly encouraged to explicitly demonstrate how they meet each essential (and desirable) criteria at the application stage. The criteria that you need to demonstrate in your application will be listed as Stage 1 in the table below.

Stages of assessment are as follows:

- 1 – Criteria measured within the Application
- 2 – Criteria measured at Test/Assessment Centre/Presentation
- 3 - Criteria measured at 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	Demonstrate an ability to behave in a way that adheres to equitable and inclusive working practices, while respecting diversity of thought and supporting freedom of speech and expression.	1,3

*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

Conditions of Service

The appointment will be subject to the [University's Terms and Conditions of Employment](#) relevant to the job grade.

Shared University Responsibilities

As a member of the Loughborough community, you are expected to:

- Take reasonable care of yourself, others and the environment, and to prevent harm by your acts or omissions. All staff are therefore required to adhere to the University's Health, Safety and Environmental Sustainability Policies & Procedures.
- Support and contribute to the University's commitment to principles of equity, diversity and inclusion (EDI) while carrying out all duties, behaving in a manner that treats others with dignity and respect and upholds every person's right to lawful freedom of expression, freedom of speech and academic freedom. Further information about EDI at Loughborough and our strategic aims is available on our website.

Our Purpose, Vision, and Values

Our purpose, Vision and Values underpin all that we do and shape how we work together at Loughborough.

We're proud to promote our values: **Adventurous, Collaborative, Creative, Authentic** and **Responsible**. Our people bring these values to life every day, and they are central to the positive and supportive culture that makes Loughborough unique.

If you join us, you'll be encouraged to bring these values to life in your own work and contribute to the positive, supportive culture that makes Loughborough unique.

Read more about our [vision and values](#).

Our Accreditations



We strive to create a culture that supports equity 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 career.



We are proud to be a [Race Equality Charter Member](#). The Charter aims to improve the representation, progression and success of all minority ethnic staff and students within higher education and address issues of racism within higher education institutions (HEIs).



We are proud to be a Disability Confident Employer and have adopted a proactive approach to employing disabled people and to creating a more diverse workforce. We ensure that our recruitment processes are inclusive and accessible. We guarantee to offer an interview to all applicants who have declared a disability, provided that the essential criteria for the role are met. We proactively anticipate and provide reasonable adjustments and support existing employees who acquire a disability or long-term condition to thrive in the workplace.



We are a real living wage employer, and our Living Wage Employer Mark shows our commitment to paying our staff according to the cost of living.



We are proud supporters of the [City of Sanctuary movement](#) and delighted to be recognised as a University of Sanctuary. This national network brings together, university staff, lecturers, academics, and students, who together work to make Higher Education institutions places of safety, solidarity and empowerment for people seeking sanctuary.

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.