



Job Description

Job Title	Kitchen Porter
School/Service/Institute	Estates & Commercial Services - Catering
Normal Workbase	Stoke
Tenure	Permanent, Part Time
Grade/Salary	Grade 1
FTE/Hours	1 FTE/ 30 hours per week

Job Purpose

- To maintain a clean working environment and ensure a clean supply of resources to colleagues to enable them to affect their duties appropriately.
- To generally porter goods around the kitchen and assist with the delivery to satellite areas. This is a physically demanding role.

Relationships

Reporting to:	Executive Chef
Responsible for:	N/A
Key working relationships:	Estates & Commercial Services - Catering

Main Activities

- The operation of a commercial dishwasher to wash crockery, cutlery and associated kitchen utensils
- Thorough cleaning of designated areas, sweeping and mopping of floors, ensuring that all surfaces are hygienically cleaned as instructed by the Unit Chef
- Cleaning of building fabric, equipment and utensils appertaining to the kitchen areas
- To ensure deliveries are stored appropriately and to deliver orders to other units as required
- Prepare the dishwasher for the day, checking that it is in full working order, has sufficient chemicals for the shift, and that it is cleaned as directed

- Advise the unit chef of any faults and submit resource requisitions as required
- To ensure that all cleansed equipment is stored safely and is readily available for use as and when required
- Make sure that designated machines and equipment are kept clean and that all cleaning schedules are followed, all rubbish, food waste and recyclable materials are removed and disposed of in the correct containers
- Ensure that any hazards and faulty equipment are reported to the line manager
- Adherence to Health & Safety & COSHH regulations and hazard risk assessments
- Ensure compliance with all food hygiene regulations relating to the kitchen environment in accordance with appropriate legislation
- To undertake appropriate professional development and mandatory training activities as identified or required (See Professional Development section).
- The role holder is required to minimise environmental impact in the performance of their role and to actively contribute to the delivery of the University's Environmental Sustainability Policy

Special Conditions

Currently, the working week for this position is normally Monday to Friday but where on occasions when business dictates, the post holder can be required to work any five days within each seven-day period (Monday to Sunday). Where this flexibility is required for events during week-ends and a change in the working week is necessary, the role holder will be provided with as much notice as practicable. In addition, the demands of the service will also require extra hours of working from time to time for which time off in lieu or payment will be made according to the University remuneration arrangements for staff.

The post holder may be required to work at other University sites from time to time according to the needs of the service.

The post-holder will be required to attend relevant training courses related to the duties of the post as directed by the Senior Team Leader/Executive Chef/ Catering and Operations Manager

Within the context of the main activities some heavy lifting will be required.

Uniforms will be provided which must be worn whilst on duty, you will be responsible for the laundering of own uniform.

Posts within Estates and Commercial Services operate under a Competency Framework. Please refer to the person specification for details of the key competencies which apply to this post.

Professional Development

The University will support and encourage the postholder to engage in continuous

professional development activities through the YOURCareer@Staffs framework. This framework supports postholders to identify appropriate development opportunities. Continuing Professional Development (CPD) activity will be recognised by a bi-annual Performance and Development Review (PDR) discussion.

Variation to Job Description

The University reserves the right to vary the duties and responsibilities of its employees within the general conditions of the Scheme of pay and conditions and employment related matters. Thus, it must be appreciated that the duties and responsibilities outlined above may be altered as the changing needs of the service may require.

Conditions of Service

The postholder will be employed by Staffordshire University Services Limited. Staffordshire University Services Limited is a wholly owned subsidiary company of Staffordshire University which recruits and provides both academic and professional support staff to the University. You will be subject to Staffordshire University's policies and procedures and will be eligible to participate in the Staffordshire University Pension Scheme.

Application Procedure

We encourage applicants to apply on-line at our website <http://jobs.staffs.ac.uk> as the system is user friendly and simple to complete.

We ask that all applicants ensure that they have provided comprehensive information under each criterion in the Supporting Statements section of the application form and, if necessary, add any relevant additional information in the Additional Information Section. The University will use anonymous application forms for this role; however, we recognise that applicants may want to include additional information. If you choose to upload any supporting documents that contain identifiable data, your application will no longer be considered anonymous.