



## Person Specification

The qualifications, experience, knowledge, skills and personal qualities outlined below provide a summary of what is required to carry out this job effectively. They also form the selection criteria on which a decision to appoint will be made. Criteria marked 'A' will be the main criteria against which your application will be shortlisted so please ensure that you provide evidence of how you meet the shortlisting criteria in your application. You may accompany your application with additional information including a CV if wished.

**Job Title:** Kitchen Porter  
**School/Service/Institute:** Estates and Commercial Services

<b>Selection Criteria Description</b>	<i>Essential or Desirable</i>	<i>Application and/or Interview</i>
Experience of working within a busy kitchen environment	D	A/I
Good communication and interpersonal skills	E	A/I
Experience with commercial kitchen chemicals	D	A/I
Enthusiastic and flexible approach	E	I
Committed team player	E	A/I
Good standard of physical fitness to lift heavy items	E	A
A willingness and ability to work flexibly at weekends and during evenings when necessary	E	I
Knowledge of basic Health & Safety and Food Hygiene Procedures e.g. basic food hygiene	D	A/I
Clean driving license and willingness to undertake van driving duties	D	A/I
Effective communication – Actively listens. Communicates information effectively	E	I
Delivering Results – Is professional and polite in all dealings with customers, providing a quality service. Readily supports and adapts to change	E	I
Responsible team member - enable the team to perform at its best by proactively contributing to the creation of a good team atmosphere. Support and encourage the team to develop	E	I

Planning and Organisation – Adopt a clear approach to planning, prioritising and organising work, making effective use of time and resources	E	I
An understanding of the University’s strategy and values, with the ability to demonstrate behaviours that align to the values	E	I

<b>*Key</b>	
[A] Application form	To be assessed against the information provided in the relevant steps of the application form and the evidence required under Section 4, ‘Supporting Statements’
[I] Interview	To be assessed during the interview process including selection tests or presentation, as appropriate.