

## Kitchen Porter

### The Role

<b>Job title:</b>	Kitchen Porter
<b>Department:</b>	Commercial Services
<b>Responsible to:</b>	Executive Head Chef
<b>Location:</b>	Main Campus
<b>Salary:</b>	Grade 2: £9.20-£9.72 ph ( £16,736-£17,682 per annum)
<b>Term:</b>	Permanent: full time, average of 35 hours per week on a flexible rota basis including evenings and weekends
<b>Relationships with:</b>	Customers, students and staff

### Purpose

To maintain a high standard of hygiene and cleanliness in the catering department, and in particular the kitchens. To offer food preparation support to chef brigade.

### Key Responsibilities

- 1 Carry out hand washing of pans
- 2 Maintain high standards of cleanliness and hygiene in all areas
- 3 Prepare food as directed by the Executive Chef or supervisors
- 4 Dispose of waste efficiently and in accordance with University policy and ensuring waste areas are kept clean and clear
- 5 Maintain awareness and expertise of machines, chemicals and methods of cleaning
- 6 Attend training sessions as required
- 7 Such other tasks as may be requested by the Head of Department from time to time
- 8 Receive, check and put away deliveries to the agreed standards

- 9 Keep all areas clean and tidy as directed by Executive Chef
- 10 Comply with all legal requirements and University policies at all times

## General responsibilities:

- The University is committed to equality of opportunity. All staff are required to comply with current legislation, University policies and good practice guidance.
- All staff are required to act in a way that safeguards the health and wellbeing of children and vulnerable adults at all times. The post holder must be familiar with and adhere to appropriate safeguarding policies and guidance and participate in related mandatory/statutory training. Managers have a responsibility to ensure their team members understand their individual responsibilities with regard to safeguarding children and vulnerable adults.
- All staff are required to participate in the University appraisal process and should ensure they are familiar with the process and plan time to prepare for their appraisal. Following the appraisal, staff are expected to undertake in any necessary learning and development and work towards the objectives that have been set.
- The University expects staff to attend any training designated as mandatory and to undertake learning and development activities to support their role. Managers must facilitate learning and development within their teams.
- It is a condition of employment that staff will not disclose any information obtained in the course of their duties other than to those entitled to receive it. The post holder must ensure that the confidentiality of personal data remains secure and that restricted information or highly restricted information to which they have access remains confidential during and after their employment at Royal Agricultural University. All staff must undergo appropriate data protection training as required.
- All absence from work must be reported in accordance with the University’s absence procedures and recorded on iTrent.
- The University acknowledges its responsibility to provide a safe, smoke free environment, to its employees, service users and visitors. It is the policy of the University not to allow smoking on University premises other than in specifically designated areas.

## Person Specification

<b>Requirements</b> The post holder must be able to demonstrate:	<b>Essential or Desirable</b>	<b>Measured By</b> A) Application Form B) Interview C) Presentation
<b>Qualifications:</b>		

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<ul style="list-style-type: none"> <li>A good standard of general education - GCSE or equivalent</li> </ul>	D	A
<ul style="list-style-type: none"> <li>Good interpersonal and communications skills</li> </ul>	D	B
<ul style="list-style-type: none"> <li>Basic Food Hygiene Certificate</li> </ul>	D	A
<ul style="list-style-type: none"> <li>Flexibility in working hours</li> </ul>	E	B
<ul style="list-style-type: none"> <li>Ability to be able to lift and move heavy objects up to 25kg</li> </ul>	E	B
<ul style="list-style-type: none"> <li>Experience of working in a large scale kitchen</li> </ul>	D	A
<ul style="list-style-type: none"> <li>Health &amp; Safety &amp; COSHH training, awareness</li> </ul>	D	A

The post holder must:

- be able to work weekends and evenings as part of a flexible rota.

## Application Process

If you are interested in applying for this role, please send:

- A University [Professional Services Application Form](#) together with the [Equal Opportunities Monitoring Form](#) available on the University website [www.rau.ac.uk](http://www.rau.ac.uk)) – you may attach your up to date CV if you wish to add additional information
- Please forward to the HR Team, Royal Agricultural University, Cirencester, Gloucestershire, GL7 6JS or via email to [jobs@rau.ac.uk](mailto:jobs@rau.ac.uk) saying where you saw the advert for the role
- Closing date:** applications will be considered as they are submitted with interviews held on an ongoing basis until the post is filled.