



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

Kitchen Porter - Devonshire Hall

Residential Services, Facilities Directorate



Salary: Grade 2 plus meals (£16,610 – £16,925 p.a.)

Reference: FDRES1082

Closing date: 1st March 2020

Kitchen Porter – Devonshire Hall Residential Services, Facilities Directorate

Are you customer focussed and excited about delivering an outstanding service to customers? Do you have experience of working in a busy catering environment in addition to exceptional communication skills? Do you want to join a team providing operational support to students and external delegates within the Facilities Directorate?

Devonshire Hall provides accommodation for 600 students, 249 on a catered basis. As well as providing meals for students, Devonshire Hall also provides conference facilities for both day meetings in term-time and residential conferences during vacation periods.

We are now seeking to recruit a Kitchen Porter to work as part of our busy Kitchen Team. Duties will include operating and cleaning the mechanical dishwasher, cleaning the kitchen area and equipment, rubbish removal and other general kitchen duties.

You will have good communication and interpersonal skills and an ability to work flexibly and co-operatively within a team. Previous similar experience would be an advantage.

Residence staff are required to provide a flexible service, working as necessary to meet the needs of the business, this would normally equate to a 35 hour working week, 5 days over 7 on a rota basis. Due to the nature of the role some weekend and evening work will be required.

What does the role entail?

As a Kitchen Porter your main duties will include:

- Monitoring and operating the mechanical dishwasher to ensure it is working correctly, is correctly assembled for operation and that all items are cleaned and stored in the appropriate storage area;
- Carrying out all necessary cleaning to meet the required University standards, adhering fully to the designated cleaning schedule and procedures;
- Undertaking other ad-hoc cleaning duties as and when required;
- Carrying out general kitchen duties such as assisting with food deliveries and the movement of items;



- Ensuring that rubbish is removed to external bins at regular intervals;
- Reporting any defective or faulty equipment to your line manager in a timely manner;
- Taking responsibility for the health and safety of yourself and others by adhering to agreed working practices at all times;
- Demonstrating a flexible approach and providing work cover for other members of the team/colleagues during periods of absence and other times as and when required;
- Undertaking any training that may be required, and assisting with the training of other members of staff, as appropriate.

These duties provide a framework for the role and should not be regarded as a definitive list. Other reasonable duties may be required consistent with the grade of the post.

What will you bring to the role?

As a Kitchen Porter you will have:

- Good communication and interpersonal skills, with the ability to deal professionally with students, staff and members of the public;
- The ability to prioritise tasks effectively and work co-operatively within a team, or on own initiative, with minimum supervision;
- The ability to work under pressure during busy periods with a flexible approach to all work tasks;
- A genuine and demonstrable commitment to excellent customer service and care, with the ability to be willing, helpful and polite at all times, and maintain a professional appearance;
- A flexible supportive and professional approach to work, with the flexibility to work some evenings and weekends as and when required to meet the needs of the business;
- A willingness to undertake relevant training as required;
- The ability to demonstrate behaviours in line with Residential Services and University of Leeds values.



You may also have:

- Previous similar experience of working in a catering environment;
- Knowledge of food hygiene and Health and Safety practices.

How to apply

You can apply for this role online; more guidance can be found on our [How to Apply](#) information page. Applications should be submitted by **23.59** (UK time) on the advertised closing date.

Contact information

To explore the post further or for any queries you may have, please contact:

Richard Jones, Head Chef

Tel: +44 (0)113 275 1265

Email: R.P.Jones@leeds.ac.uk

Additional information

University Values

All staff are expected to operate in line with the University's values and standards, which work as an integral part of our strategy and set out the principles of how we work together. More information about the University's strategy and values is available at <http://www.leeds.ac.uk/comms/strategy/>.

Working at Leeds

Find out more about the benefits of working at the University and what it is like to live and work in the Leeds area on our [Working at Leeds](#) information page.

Candidates with disabilities

Information for candidates with disabilities, impairments or health conditions, including requesting alternative formats, can be found on our [Accessibility](#) information page or by getting in touch with us at disclosure@leeds.ac.uk.



Criminal record information

Rehabilitation of Offenders Act 1974

A criminal record check is not required for this position. However, all applicants will be required to declare if they have any 'unspent' criminal offences, including those pending.

Any offer of appointment will be in accordance with our Criminal Records policy. You can find out more about required checks and declarations in our [Criminal Records](#) information page.

