Kitchen Porter
Catering and Hospitality
Closing date: 22 November 2017

Applications will be reviewed upon receipt and applicants will be invited to interview on a regular basis until the vacancy is filled.
Directors Introduction

As a member of the Commercial Services team you will be a key contributor in supporting our section to provide essential income to support the University’s key objectives. The services we provide underpin values that will enhance the ‘student experience’, whilst being profitable and sustainable.

We work in an all-inclusive environment where the word ‘team’ is part of our culture. We provide an excellent benefits package supporting market led terms and conditions of employment. We are committed to Investors in people and this is demonstrated by providing an open door policy giving access to the Director from all levels of the organisation.

I wish you well with your application.

Jon Greenwood, Director of Commercial Services

Catering and Hospitality

Catering and Hospitality is a large department with staff working in fourteen sites across two campuses. Our sites vary in size and function from Coffee Shops to large scale restaurants and dining halls which specialise in high volumes of both student and conference business.

We employ a large team of people located across our sites including chefs, supervisors, kitchen porters to front line service staff and Costa trained baristas.

We aim to deliver quality in everything we do from service standards to food quality within a very diverse operating environment. Being a University our priority customers are our students. We contribute towards the student experience with fresh ideas and creative food innovations, striving to exceed customer expectations within the very competitive higher education market.
Job Description

Salary: £14,470 per annum (reduced pro rata for part time) generous benefits including no split shifts and closure over the Christmas and New Year period

Grade: A1

Hours of work: 37 per week and 20 per week

Contract type: Open

Reporting to: Head Chef

Location: University of York, Heslington, York, YO10 5DD

Main purpose of this role

Working in the brand new catering outlet opening January 2018, as a Kitchen Porter you will provide support to the kitchen team in cleaning, pot washing and deliver a portering service.

Key responsibilities and duties:

- Be responsible for the washing of all kitchen pans and cooking vessels.
- Support the team in maintaining hygiene standards in the kitchen by cleaning down specific areas including kitchen hot cupboards, floors and external bins storage areas.
- Maintain stocks of cleaning products.
- Unpack and store deliveries of fresh, frozen and dry goods, cleaning and laundry materials.
- Transport goods to other catering outlets.
- Adhere to the safe handling and storage of food.
- Demonstrate a flexible approach to team work and a willingness to learn.
- To adhere to all procedures and standards within the workplace.
- Gain a general understanding of kitchen routines and work with other members of the team.

The above list of duties is not exhaustive and is subject to change. The post holder may be required to undertake other duties within the scope and grading of the post in response to business needs.

Working Conditions:

- Due to the nature of the work, the post holder will be on their feet for the duration of the shift, working in a hot environment.
- Some heavy lifting of supplies and equipment is involved in this post.
- Personal protective equipment i.e. safety shoes, waterproof apron, rubber gloves will be provided and must be worn.
- Environment subject to temperature fluctuations from very hot to very cold (freezers and cold stores).
# PERSON SPECIFICATION

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<th>ESSENTIAL</th>
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<tr>
<td><strong>QUALIFICATIONS</strong></td>
<td>Basic Health and Safety (including COSHH)</td>
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<td>Foundation in Food Hygiene</td>
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<td><strong>EXPERIENCE</strong></td>
<td>Previous experience of working within a similar role</td>
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<td><strong>KNOWLEDGE</strong></td>
<td>Basic understanding of safe systems of work</td>
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<td>An understanding of the catering industry</td>
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<td><strong>SKILLS / ABILITIES / COMPETENCIES</strong></td>
<td>Effective communication skills in order to discuss daily operational needs.</td>
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<td>Ability to follow instructions and procedures</td>
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<td>Ability to work in a busy fast paced environment</td>
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<td>Experience of working within a similar role.</td>
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<td><strong>PERSONAL ATTRIBUTES</strong></td>
<td>Must have a flexible approach to the hours and days of work especially during conference and vacation periods</td>
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<td>Passionate in the work they do</td>
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<td>A can do attitude with the willingness to help the rest of the team</td>
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How to Apply

Apply Online

• Go to https://jobs.york.ac.uk/ycl
• Find the vacancy using reference 6192
• Complete the online form

You will need to submit your application by midnight (GMT) 22 November 2017.

What will I need?

We will ask you for:

• Personal details to include name, address, telephone number and email address.
• Your current CV.
• Contact details for two referees
• If you prefer you can send your current CV with a covering letter to HR, Commercial Services, 1st Floor Helix House, York Science Park, Heslington, York YO10 5BR.

The Company will only recruit individuals who have passed the school leavers age.
Applicants aged under 18 year of age will only be offered 20 hours a week or less and they must provide evidence that they are in full or part time education/training, or undertaking work based learning such as an apprenticeship.

For further information and confirmation of the school leavers age please visit the York Council website

Help and assistance

Direct queries to

ycl-hradmin@york.ac.uk
01904 328413/328424
YCL

YCL is a wholly owned subsidiary company of the University of York. YCL was formed in 2012 with the overall aim to deliver a profitable service and provide essential income to the University.

There are a number of commercially focussed departments which make up Commercial Services, Catering and Bars, Campus Nursery, York Sport, Design and Print Solutions, York Conferences, Retail Services and support teams including Human Resources, Central Administration and Marketing.

YCL was awarded IiP Silver in August 2014.

Benefits Package

- 38 days annual leave including 8 bank holidays (pro rata)
- Pension scheme
- On-site parking
- Concessions rates at York Sport Village and Centre
- 10% off campus NISA supermarkets
- Discount scheme with local restaurants, retail and tradesmen
- Salary sacrifice schemes including cycle to work, childcare vouchers and campus nursery
- Discount scheme with national retailers and services
- Discounted personal postage rates

Attractive Place to Work

Centred around the picturesque village of Heslington on the edge of the city of York, the campus offers a wealth of facilities, which includes bars, shops, theatres and concert halls all within easy walking distance.

The University has undergone an unprecedented period of expansion and renewal. Since 2000 we have invested in twenty new buildings on the original campus and have completed the first and second phases of a £750m campus expansion.

During this period of change YCL has also grown to support the larger campus. We have worked hard to retain our friendly, informal atmosphere and believe strongly that work should be an enjoyable place to be.

The University

Founded on principles of excellence equality and opportunity for all, the University of York opened in 1963 with just 230 students. In 2017 it is the centre for almost 16,000 students across 30 academic departments and research centres. In just 50 years we have become one of the world's leading universities and a member of the prestigious Russell Group.

The City of York

Internally acclaimed for its rich heritage and historic architecture, York’s bustling streets are filled with visitors from all over the world. Within its medieval walls you will find the iconic gothic Minster, Clifford’s Tower and the Shambles—just a few of many attractions.

But York isn’t just a great place to visit—it’s also a great pace to live and work. While nourishing a vibrant cosmopolitan atmosphere, York still maintains the friendly sense of community unique to a small city.