Kitchen Porter

Closing date: 10 March 2020

Start date: ASAP
Catering and Hospitality

Catering and Hospitality is a large department with staff working in various sites across two campuses. Our sites vary in size and function from Cafes 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 and Starbucks 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.

Mission and Values

At YCL our mission is to provide the highest standard of customer satisfaction, value for money and quality of product within a friendly and helpful environment.

Our values are:

Trust - We will place trust in you to do your job and do it well
Respect - We will respect you and expect you to respect your colleagues and customers
Unique - We are all unique and diverse and we embrace this
Enjoy - We strive to make work an enjoyable place, you should too!

Directors Introduction

As a member of the Commercial Services team, you will be a key contributor in supporting our section to provide essential income and 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 Management Team from all levels of the organisation.

I wish you well with your application.

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Director of Commercial Services

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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 sections which make up YCL including, Catering, Campus Nursery, York Sport, Design and Print Solutions, York Conferences, Retail Services, York Science Park and support teams including, Human Resources, Central Administration and Marketing.

YCL is continuously looking for new ways to support the University. In 2017/18 we opened a new retail store and catering outlet for the use of students, staff, visitors and the general public.

YCL was awarded Investors in People Silver in 2014.

Benefits Package

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

The University

Founded on principles of excellence, equality and opportunity for all, the University of York opened in 1963 with just 230 students. In 2020 it is the home of more than 18,000 students. The University is one of the world's leading universities and a member of the prestigious Russell Group.

An 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, including bars, gyms and shops.

The University has undergone an unprecedented period of expansion and renewal. Since 2000 they have invested in 20 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 growth on campus. We have worked hard to retain our friendly, informal atmosphere and believe strongly that work should be an enjoyable place to be.
Salary: £11,772.59 per annum, plus generous benefits
Grade: A1
Hours of work: 27.5 per week (part time)
Contract type: Open
Reporting to: Catering Manager/ Head chef
Location: University of York, Heslington, York, YO10 5DD (off site when required)

Main purpose of this role

Key responsibilities and duties:

- Responsible for washing of all kitchen pans and cooking vessels – high percentage of working day
- To aid the Chef and Cooks in maintaining hygiene standards in the kitchen by cleaning down specific areas including kitchen hot cupboards, floors, external bin storage areas.
- The post holder would be expected to gain general understanding of kitchen routines and work with other members of the catering section.
- Maintain stocks of cleaning products
- Unpack and store deliveries of fresh, frozen and dry goods, cleaning material and laundry
- Transport goods to other catering units as required.

Working conditions:

- Due to the nature of the work, the post holder will be on his/her 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, ie, safety shoes; waterproof apron, rubber gloves will be worn.

Other requirements of the post holder:

- In response to business needs, to be reasonably flexible with working hours particularly during conference times.

Additional information:

- Post holder is required to attend training courses as required

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.
## CANDIDATE SPECIFICATION

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<th>ESSENTIAL</th>
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| **QUALIFICATIONS** | | • Basic Health and Safety (including COSHH)  
• Foundation Food Hygiene  
• Manual Handling Techniques |
| **KNOWLEDGE** | | • Experience within a similar role |
| • Basic understanding of safe systems of work | |
| **SKILLS / ABILITIES/ COMPETENCIES** | | • Work with other team members to contribute to a busy kitchen  
• Be able to demonstrate the ability to maintain cleaning standards |
| • Good communication skills in order to discuss daily operational needs | |
| • Compile lists for replacement of cleaning materials | |
| • Record date and temperature of fresh food deliveries before adding to store | |
## CANDIDATE SPECIFICATION

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<thead>
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<th>EXPERIENCE</th>
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<td>Experience gained within a busy kitchen environment</td>
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<tr>
<th>PERSONAL ATTRIBUTES</th>
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<td></td>
<td>Supportive member of the team</td>
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<td>Ability to work as part of a team</td>
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How to Apply

Online

- Go to https://jobs.york.ac.uk/ycl
- Find the vacancy using the reference 8526
- Complete the online application form

You will need to submit your application by midnight (GMT) of the closing date.

What will I need?

We will ask you for:

- Personal details
- Your employment history
- Relevant qualifications
- Contact details for two referees

You will need to show us how you meet the requirements of the job, either in a written statement and / or by answering questions.

YCL will only recruit individuals who have passed the school leavers age. For further information and confirmation of the school leavers age please visit the City of York Council website.

Applicants aged 18 and under will only be offered a maximum of 20 hours of work a week, and must provide evidence that they are in full or part time education/training, or undertaking work based learning such as an apprenticeship.

Help and assistance

Direct queries to ycl-hradmin@york.ac.uk
01904 328413 / 01904 328424