

Job Title: Storeperson/Kitchen Porter

Job Purpose: Receiving and delivery of goods and assisting the cleanliness of the catering unit.

Responsible to: Catering Manager and Chef on duty

Duties and Responsibilities:

- Ordering goods
- Checking and receiving goods into the unit
- Ensuring goods storage rotation
- Delivery of goods to cafes and shop on campus
- Assist with the delivery, correct storage and rotation of dry goods
- Clearing and cleaning as required to maintain standards, including floors/walls and heavy equipment (inc. washing machine maintenance and water softeners)
- Assist with deep cleaning as required
- To ensure daily duties are completed and to be flexible within the catering department

Health & Safety:

- To carry out defined Health & Safety duties under the Health & Safety at Work Act, other safety regulations and College policies
- To report any potential hazards and accidents to the management
- To attend Health & Safety meetings and all other training as required
- To follow all company Health & Safety procedures
- To wear the provided uniform at all times
- To complete the statutory Health & Safety assessments

- To prioritise the safeguarding of all students and participate in training on safeguarding matters.
- To contribute to the elimination of unlawful discrimination, harassment and victimisation; advance equality of opportunity and foster good relations between people who share a protected characteristic and those who do not.
- To undertake other duties as may reasonably be required by the Principal.

January 2020

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Essential

1. Hard working and reliable
2. Physically fit and strong to move goods within and between stores and outlets
3. Willingness to work flexibly to get the job done
4. Able to work on own initiative as well as in a team
5. Friendly personality
6. Showing a commitment to the protection and safeguarding of children and vulnerable adults
7. Showing a commitment to meeting the individual needs of each student; to respect diversity, advance equality of opportunity and foster good relations between those who share a protected characteristic and those who do not

Desirable

1. Previous experience working in a store environment
2. Previous experience working in an education environment

Terms and Conditions

Full time, term time only. The hours are 9 am to 5 pm Monday to Friday which, with a half hour unpaid break, is 37.5 hours a week. The working weeks are during term time plus our Enrolment Week at the end of August, a total of 39 weeks a year (plus paid holiday). This is 0.8514 FTE

Salary is £16,000 per annum full time equivalent, increasing to £16,796 in April 2020. Actual salary £13,622 increasing to £14,300 per annum. Plus membership of the Local Government Pension Scheme and free meals when on duty. Uniform and training will also be provided.