



## **Job Description**

### **Apprentice Butcher**

#### **Catering Department**

Harper Adams University Catering Department is recruiting an Apprentice Butcher to join their training scheme starting in October 2017. The apprentice will assist the Butcher in the running of the Butchery Section in the kitchen at the University.

The department is responsible for the provision of daily meals for students and University staff, and commercial conference and short course catering. It has a commitment towards sustainability and sources a great deal of produce from its own farm on campus. Present staffing in the kitchen consists of a Head Chef and 5 full time chefs and 1 butcher.

The successful applicant will work with an experienced kitchen team who provide catering to a very high standard for students' staff and conference guests. The post holder will work flexibly and efficiently to maintain the highest professional standards and to promote the policies of the University.

The duties and responsibilities will include:-

- Whole carcass butchery of beef, pork and venison as well as sausages, burgers and some poultry.
- Working flexibly with the main kitchen and supporting their catering duties such as traying up and portioning for service.
- Working in a clean and tidy manner whilst adhering to the University's food safety and health and safety procedures
- Assisting in strict stock control rotation
- Accepting deliveries of large carcass which will involve heavy lifting
- Undertaking various development programs during the working week provided by the University and their chosen apprenticeship training provider which will result in level 2 accreditation in Butchery and if successful an Apprenticeship Certificate

### **The Person**

Candidates must be seeking a Butchery apprenticeship within the hospitality sector. They must have good communication skills be hard working, show enthusiasm and have a commitment and passion for the meat industry. A willingness to learn is essential and the ability to work flexibly. The successful applicant will undertake a Butchery apprenticeship conducted in partnership with an approved training provider in a supportive working environment. Applicants will ideally have GCSE at grade C or above in Mathematics and English or must achieve the qualifications during the apprenticeship programme.

## **The University**

There are approximately 450 catered students who are fed through the main refectory and in addition three cafes on site that cater for students, staff and visitors across campus. There is a modern, well equipped kitchen which has a dedicated butchery section that serves the catering needs for the campus. This busy butchery section will on average butcher 5 whole pigs, produce 400 kilo of sausage and 200 burgers and prepare eight pairs of legs of lamb, one body of beef as well as a 100 kilo of chicken. In the summer months several hog roast are prepared and carved for larger events.

## **Conditions of Service**

The national recommendations which have arisen from the negotiations between UCEA and the unions recognised at national level, the Joint Negotiating Committee for Higher Education Staff (JNCHES), directly affect the terms and conditions insofar as they have been adopted by the Board of Governors.

- Hours of Work** The routine working week is 37 hours over Monday to Friday, inclusive. There may be an occasional requirement for weekend work or overtime working and time off in lieu will be allowed for hours worked in excess of 37 per week.
- Salary** The current minimum wage rate for an apprentice is £3.70 per hour. This rate applies to apprentices under 19 and those aged 19 or over who are in their first year. Salaries will be reviewed after 12 months and are paid monthly, in arrears, by credit transfer. Travel costs to support apprenticeship learning off-site will be reimbursed.
- Holidays** The annual holiday entitlement is 21 working days, plus 3 University closure days and Bank Holidays. The holiday year runs from 1 April to 31 March and in the holiday year in which the employment commences or terminates the holiday entitlement will accrue on a pro-rata basis for each complete week of service. The timing of holidays is subject to the agreement of the Line Manager.
- Sick Leave** During periods of certified sickness the post-holder will be eligible to receive sick pay in accordance with the University Sick Pay Policy. The payment of sick pay is subject to compliance with the University rules for the notification and verification of sickness absence, details of which will be provided to the successful applicant upon commencement of employment.
- Pension** The post-holder will be entitled to join the Local Government Pension Scheme (LGPS), subject to its terms and conditions. Full details of the Scheme will be provided to the successful applicant upon commencement of employment.

**Criminal Convictions** The post involves substantial opportunity for access to children and young persons under the age of 18. For this reason the University is entitled to take into account any criminal convictions, cautions or impending case(s) that it considers to be relevant to the post.

The post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. This means that applicants are not entitled to withhold information about convictions which for other purposes would be considered “spent” under the provisions of the Act.

Applicants must therefore complete the part of the application form declaring any criminal convictions and cautions from any court or police authority. It will be necessary for you to obtain a Disclosure & Barring Service Check (formally known as Criminal Records Bureau CRB) to confirm that you do not have any criminal convictions relevant to the post and that you are not banned from working with children. Full details will be provided once an offer of employment is made.

**Exclusivity of Service** You are required to devote your full-time attention and abilities to your duties and to off the job training during working hours and to act in the best interests of the University at all times. Accordingly, you must not, without written consent of the University, undertake employment or engagement including external consultancy, which might interfere with the performance of your duties or conflict with the interests of the University.

It follows that, regardless of whether you are employed on a full-time or part-time contract, you are required to notify your line manager of any employment or engagement which you intend to undertake whilst in the employment of the University (including any such employment or engagement which commenced before your employment under this contract). Your line manager will then notify you within 10 working days whether such employment or engagement is prohibited.

## References

Candidates should ensure that they provide full details of the name and postal address of their referees. Please include e-mail addresses and telephone numbers wherever possible.

Referees should include your present, or most recent, employer. References will normally be taken up immediately in respect of candidates shortlisted for interview. **If you do not wish any reference to be taken up at this stage, please enter an ‘X’ in the relevant box provided on the application form.**

## Application Procedure:

All applications should be completed and submitted using the Harper Adams e-Recruitment programme at <http://jobs.harper-adams.ac.uk>

**To be completed no later than midnight on Friday 22<sup>nd</sup> September 2017**