



**Title of the post:** Kitchen Porter  
**Department:** Catering Department  
**Reporting to** Head Chef

## **The University**

### **Background**

Harper Adams University is the leading UK Higher Education (HE) institution focused on the land-based and food supply-chain sectors with an important national role in these subject areas.

Situated on a single campus in rural and scenic Shropshire, the University, and its surrounding area, provide an excellent working and living environment for staff and students alike, yet the University campus is only one hour from the UK's second city of Birmingham. Around 3,000 HE students attend the University, primarily on sandwich courses, which include a year-long industrial placement. Undergraduate and postgraduate degrees and apprenticeships are offered. The University also welcomes individuals who wish to undertake CPD or similar professional training to support their careers in the agri-food chain and rural industries.

The University was founded by Thomas Harper Adams in 1901 on the original farmland of the Harper Adams Estate. The University estate includes amenity areas, woodland, and a commercial farm of 205 hectares; with rented land, the total area farmed is approximately 640 hectares, spread over several locations with cereals, potatoes, forage maize and grassland carrying a dairy herd, sheep, beef, pig and poultry units.

The Privy Council awarded taught degree awarding powers to Harper Adams in 1996 and research degree awarding powers in 2006. Full University Title was granted by Her Majesty's Privy Council in December 2012. The University changed its legal status to that of a Company Limited by Guarantee in July 2012 and remains one of a small number of Universities which are Registered Charities. Her Royal Highness The Princess Royal became the University's first Chancellor in 2013.

### **Academic Provision**

The University offers a wide range of courses including Foundation and Honours degrees, in addition to shorter awards designed to meet the continuing professional development needs of those already in the workplace. The subjects are wide ranging and cover Agriculture, Applied Life Sciences, Animal Science and Health, Business, Countryside, Engineering, Food and Land & Property Management. The University has also focused on developing its postgraduate education and research and there are a growing number of postgraduate students at both diploma, masters and PhD level.

Harper Adams has built up an international reputation for the quality of its courses and has achieved the highest possible ratings in recent Quality Assurance Agency reviews and holds a Gold Teaching Excellence Framework (TEF) award. There is active encouragement of research and the University took part in the last Research Excellence Framework (REF) exercise. 56% of our submitted research was rated either internationally excellent or world leading and 100% was rated of international quality. Our extensive programme of research and education for professionals in the land-based and food chain sectors supports a high profile of business and community reach-out work, short course delivery for businesses and technology

transfer activities supported by strong industry links and partnerships with companies including Saputo Dairy UK (formerly Dairy Crest), CLAAS and Ice Robotics.

Current high-profile projects include the Hands-Free Farm – following on from the world-first Hands Free Hectare autonomous farming success; controlled traffic farming and development of laser weeding.

## **Recognition**

Harper Adams is consistently positioned highly in a range of national ratings, performance measures and league tables.

The University has been the highest performing modern university in The Times and Sunday Times Good University Guide for the last five years.

In the QS World Rankings for Agriculture and Forestry published in March 2020, Harper Adams was ranked, for the third time, as first in the UK for academic reputation and second in the world for its reputation with employers.

In the 2020 Whatuni? Student Choice Awards, based on student reviews, Harper Adams won the best job prospects category for a fifth year running.

The University is one of the UK's Top 10 for student satisfaction, based on the results of the National Student Survey, and number 1 for graduate employment based on the 2020 Graduate Outcomes survey.

## **Facilities**

Harper Adams has extensive, well-equipped facilities and is constantly investing in its campus. Facilities include a range of modern teaching facilities and an extensive library, a variety of IT suites including an engineering design centre, newly extended laboratory facilities, a field laboratory and a livestock project centre, a glasshouse complex, an agricultural engineering unit with a large, covered soil working area and a number of sustainable technology installations. New facilities opened since 2017 include new laboratories, an Agri-Tech Innovation Hub and SMART Dairy Unit. A Veterinary Education Centre is due to open in 2021, in support of existing programmes and the new Harper & Keele Veterinary School. Capital funding to support the development of many of these facilities has been provided through the work of the Development Trust.

The University also provides a range of training and professional development opportunities via its staff development programme.

## **Catering and Sports Facilities**

The University's Students' Union operates a small gym and squash courts that staff may use on the payment of a nominal fee. The University has an open-air swimming pool, bowling green and tennis courts that are available for staff use during the summer period. A variety of University catering outlets provide access to lunch facilities on campus.

For further details about the University, please visit our website:

<http://www.harper-adams.ac.uk>

## **The Catering Department**

The Catering Department consists of the Catering manager, 2 Clerical Assistants, Head Chef, Food Service Manger, 1 Butcher, 6 Chefs, 2 Kitchen Assistants & Front of House Staff. The dining room seats 320 students during term time and caters for various conferences out of term. There are 3 other catering outlets around the University campus

### **Main Duties and Responsibilities**

You will play a key role in maintaining the Food Safety System within the kitchen and adhering to Hygiene Regulations. The main duties of the role include:

1. Maintain the highest standards of hygiene & health and safety as set out by the Catering Department
2. Adhere to the kitchen cleaning rota
3. Organising refuse removal from main kitchen and external areas
4. To deliver requisitioned goods to all catering outlets and any other university department
5. Monitor and remove recycling refuse
6. To replenish all cleaning materials and disposable protective clothing as required
7. To report any maintenance issues with the catering office to ensure that repairs are carried out as needed
8. To put all deliveries away using purchase orders and report any shortages or incorrect products to the senior chef on duty for kitchen supplies and the Butcher for any meat deliveries
9. To assist with ensuring laundry requirements are met
10. To assist with the setting up of function rooms in both QMH, CDR & any other room booked
11. To be involved with staff training & induction
12. To attend any team meeting as required
13. To assist with the maintenance & cleaning of catering vehicles when required
14. To help with basic food preparation when requested
15. To ensure all paperwork is completed as and when required
16. To ensure the highest standard of personal appearance is adhered to at all times
17. All other duties and responsibilities commensurate with the post and the salary range of the grade.

## Personal Specification

	<b>Essential</b>	<b>Desirable</b>
Qualifications	<p>Good standard of education</p> <p>Full driving license</p>	<p>Driving license with C &amp; D category entitlements</p> <p>Valid first aid certificate</p> <p>Cookery qualifications</p>
Experience	<p>General experience of driving a light goods vehicle</p> <p>Working in a similar role in other establishment</p>	<p>Experience of working in a catering department within a busy kitchen</p>
Knowledge/Skills	<p>Good level of written &amp; verbal communication</p> <p>Ability to exercise initiative</p> <p>Knowledge of Health &amp; Safety Regulations</p> <p>Awareness of environmental issues</p> <p>Knowledge of road transport regulations</p>	<p>Knowledge of Hospitality Industry</p> <p>Basic Knife Skills</p> <p>HACCP</p> <p>COSHH</p>
Personal Qualities	<p>Ability to provide a high standard of customer service and establish good working relationships with colleagues</p> <p>Be able to demonstrate a flexible and adaptable disposition and be responsive to change</p> <p>Able to communicate with staff at all levels within the University</p> <p>Commitment to providing a high quality of customer service</p> <p>Ability to work under pressure</p> <p>Able to cope with moderately heavy lifting and manual handling</p>	

## 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.

**Salary** The commencing salary will be £17,338 per annum. Salaries are paid monthly, in arrears, by credit transfer on the 28<sup>th</sup> day of the month.

**Contract Term** This is a full time, permanent post. The employment may be terminated during the course of the contract by either party giving one month's notice in writing.

**Hours of Work** The routine working week is 37 hours over Monday to Friday, inclusive. There may be a requirement for overtime working from time to time and time off in lieu may be allowed for agreed hours worked in excess of 37 per week.

**Holidays** The annual holiday entitlement is 21 working days, plus 3 University closure days and Bank Holidays. Annual holiday entitlement rises to 25 working days with 5 years' service. The holiday year runs from 1 August to 31 July 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 Harper Adams Group Pension Scheme and details will be provided to the successful applicant upon commencement of employment.

**Exclusivity of Service** You are required to devote your full-time attention and abilities to your duties 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.

**Criminal Convictions** The post involves the opportunity for access to children and young persons under the age of 18. For this reason, the University is entitled to take in to account any criminal convictions, cautions or impending case(s) that it considers to be relevant to this 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 are "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. The successful applicant will have to undergo a Criminal Records Bureau check before an appointment can be made.

**Application Procedure:**

Expressions of interest are invited for this role. Applicants should provide a covering letter and CV setting out how their skills and experience meet the requirements of the role which should be forwarded to the HR Department by via email at [vacancies@harper-adams.ac.uk](mailto:vacancies@harper-adams.ac.uk)