

JOB DESCRIPTION

Title of the post:	Kitchen Porter, Full time 37 hours per week (5 days of 7 predominantly Monday to Friday term time & Monday to Sunday out of term)
Department:	Catering
Reporting to:	Head Chef

About Harper Adams

Harper Adams University is a welcoming, forward-thinking community of over 600 employees working together to create real, lasting impact – ensuring that everyone, everywhere, can access sustainable food, land, and animal systems. Our work contributes directly to planetary health, animal welfare and ultimately human wellbeing. We're passionate about what we do – and about the people we do it with.

We are deeply committed to the wellbeing and development of our colleagues. Our annual employee survey consistently tells us that staff are proud to work here, feel trusted to do their jobs, and are supported by their managers. Our inclusive and empowering culture is one of the many reasons our people stay, grow, and thrive.

While our rural Shropshire campus remains central to who we are, our presence now extends to Telford – a town with a rich history of innovation and revolution, and a fitting symbol of our ever-evolving mission. This growing site strengthens our ties to the local region and reinforces our commitment to inclusive education and collaboration that reaches far beyond any single postcode. Our impact and reach are proudly regional, national and international.

We offer:

- A beautiful rural working environment
- Generous holiday allowance with the opportunity to purchase more
- Flexible, agile working opportunities
- On-campus retail, catering and gym facilities
- Free staff parking
- Corporate discounts at seven fitness centres in Telford and Wrekin
- Enhanced maternity and sickness benefits
- Disability Confident Employer status
- Employee Assistance Programme
- Cycle scheme supporter
- Workwear provided (where applicable)

Harper Adams is the UK's leading specialist institution serving the agri-food, animal wellbeing, engineering and land management sectors. We are a world-respected provider of industry-led education and research in food production and technology, animal health, environmental sustainability and sustainable business. Our work is grounded through partnerships – with more than 1,100 organisations in the UK and beyond – that fuel our research, shape our teaching, and deliver genuine impact.

We began life in 1901 as Harper Adams Agricultural College and became a university in 2012. Our Chancellor is Her Royal Highness The Princess Royal and our Vice-Chancellor, Professor Ken Sloan, joined us in 2021. Our rural campus near Newport in Shropshire is supported by a growing site in Telford, offering a range of housing options and excellent rail and road connections to the West Midlands and beyond. We've invested more than £50 million in our estate in the last decade – including leading-edge teaching, research and veterinary facilities, modern laboratories, and a purpose-built Veterinary Services Centre. Our commercial farm spans 494 hectares and plays an active role in our education, research, and knowledge exchange.

Take a virtual tour of the campus: [Virtual Tour](#)

We are proud to be the UK's highest-ranked small specialist provider for the agri-food and animal wellbeing sectors, consistently delivering the largest cohort of graduates into these industries – with over 97 per cent going directly into employment. We currently welcome over 3,000 full- and part-time students across undergraduate and postgraduate courses, including subjects like agricultural engineering, veterinary nursing, business, land and property management, and veterinary medicine and surgery – the latter delivered through the Harper & Keele Veterinary School, established in 2020.

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 Manager, 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 deliveries around campus and driving University vehicles
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

	Essential	Desirable
Qualifications	Good standard of education Full clean driving license held for at least 3 years	Driving license with C & D category entitlements Valid first aid certificate
Experience	General experience of driving a light goods vehicle Working in a similar role in other establishments	Experience of working in a catering department within a University or busy kitchen
Knowledge/Skills	Good level of written & verbal communication Ability to exercise initiative Knowledge of Health & Safety Regulations Awareness of environmental issues Knowledge of road transport regulations	Knowledge of Hospitality Industry Basic Knife Skills HACCP COSHH
Personal Qualities	Ability to provide a high standard of customer service and establish good working relationships with colleagues Be able to demonstrate a flexible and adaptable disposition and be responsive to change Ability to work individually and as part of a team Able to communicate with staff at all levels within the University Flexible approach to work Commitment to providing a high quality of customer service Ability to work under pressure Able to cope with moderately heavy lifting and manual handling	

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 £24,520 (£12.71 per hour) per annum. The point of entry will be dependent upon relevant qualifications and experience. Salaries are paid monthly, in arrears, by credit transfer on the 28 th day of the month.
Contract Term	This is a full time, permanent contract. Employment may be terminated during the course of the contract by either party giving one months' notice in writing
Hours of Work	The routine working week is 37 hours per week, 5 out 7 days. Predominantly Monday to Friday term time & Monday to Sunday out of term
Holidays	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. The annual holiday entitlement is 21 working days, plus statutory bank holidays. In addition to this there are 8 University closure days during the full annual leave year. 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. All annual holiday entitlement (including bank holidays and University closure days) is pro-rata for part-time employees. Further details will be confirmed on appointment.
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 consider 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 Disclosure and Barring Service Check before an appointment can be made.

Application Procedure:

Please apply online via the Harper Adams e-Recruitment programme at <http://jobs.harper-adams.ac.uk> submitting your CV and a personal statement outlining your suitability for the role. Your personal statement should clearly demonstrate how your skills, experience, and achievements meet the requirements outlined in the person specification. Applications without a personal statement may not be considered by no later than midnight on 31 August 2026.

Should you require any adjustments to complete your application for this role then please contact vacancies@harper-adams.ac.uk

This position is not expected to meet the criteria required for the University to provide a Certificate of Sponsorship. Applications from candidates who need sponsorship to work in the UK will be assessed in line with the requirements outlined in the recruitment documentation. All hiring decisions will follow the guidance set by UK Visas and Immigration – remove if not appropriate