





0373-21 - Kitchen Porter

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 Withdraw Request

 Confirm Request

 Return Request

Please approve or reject the finished request.

Request ProgressAuthority to RecruitRecruitment DetailsJob AdvertSelection CriteriaNotes

All Documents

Post Details

The information below reflects what is held in Core against the established post. If this information is incorrect, please ensure that the correct post has been selected or contact your HR Business Partner.

Requested by: Kate Glynn

Submitted: 27/10/2021 10:58

Post Number: 511002

Post Title: Kitchen Porter

Number of Posts: 1

Group: Chief Operating Officer

Department: Catering Services

Unit: Kitchen

Category: Campus Support

Account Code: 266 - Catering/Bar Staff

Grade: Grade 01

Salary Range: From: 17338 To: 17338

Post Hours: 36.5

Cost Codes:

Cost Centre Code	Project Code	% Split
F03	F03-27006-Internal Hospitality	30%
F03	F03-27035-Cafe Tierra	70%

Budget Holder:

?

 Kate Glynn (glynnk)

Post Recruitment Details

Please provide us with the recruitment details of the post selected above. The information provided in this section should be what you intend to recruit to which may differ from the established post.

Anticipated Start Date:

Is this post currently/has it previously been occupied:

☒ Yes ☐ No

Current/Prev Post Holder:

Post Holder End Date:

This post is currently established as:

 ▼☐ ? Are you recruiting to it on a temporary basis:☐ Yes ☒ No

This post is currently established as:

 ▼☐ ? Are you recruiting on a part time basis:☐ Yes ☒ No

Additional Post Details

Additional information is required for posts that are to be recruited to. Please complete the section below with regards to line management responsibility, DBS checking, incremental progression, location of work and also the areas of work involved for this post.

Does this post have line management responsibilities:

☐ Yes ☒ No

Is a DBS check required for this post

☐ Yes ☒ No

When will increments be payable:

 ▼

Where will this post be located:

 ▼

Areas of Work Involved:

☐ Office/sedentary work using a computer screen/keyboard☐ Designated Driver (medical required)☐ Working at height☐ Confined spaces☐ Working with compressed air☐ Working alone in labs☐ Heavy manual work, lifting, carrying potentially heavy items☐ Regular travel abroad☐ Exposure to hazardous chemicals/solvents/diesels☐ Exposure to hand held vibrating tools☐ Exposure to a noisy environment (greater than 85dB) (medical required)☒ Food Handling☐ Animal Handler (medical required)☐ Contact with blood/other bodily fluids /unscreened human tissues (medical required)☐ Exposure to extreme temperatures (less than -18 deg, greater than +40 deg)☐ Exposure to radiation or lasers

- ☐ Exposure to dust/fumes/respiratory irritants (medical required) ☐ Shift working
- ☐ Night working ☐ Working with Genetic Modification Organisms
- ☐ Ride on Vibrating Vehicles eg Tractors/Lawnmowers ☐ Working with Toxic metals

Justification

Briefly summarise the benefits of recruiting to the post and the risks of not recruiting to this post.

Post Justification:

Decline of services and cleaning

General Comments:

Supporting Documents

Please append an up to date job description before submitting for approval.

If an organisational structure chart is available, please attach this using the 'Other' document type.

A full list of job description templates are available on the [HR Intranet](#) pages.

Job Description: [Kitchen Porter Nourish.docx](#) 

[Upload new document](#)

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