

## Job Description

**Job Title: Porter**

**Faculty/Directorate: Estates & Commercial Services**

**Grade: B**

**Role Profile: EFB2**

**Full time**

**Part time (20 hours per week)**

|                                         | Duties of the role                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|-----------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Overall purpose of the role</b>      | To be part of a team responsible for providing an efficient Porterage service with movement of furniture/equipment/materials and setting up of classrooms /exhibitions/ceremonies, acceptance of deliveries and waste /recycling waste disposal service. To provide our customers with a flexible approach and attitude which supports the day to day work and learning experience for staff and students and exhibition organisers. This post is available immediately on a permanent basis working 20 hours per week between 07.00 -22.00 Monday-Sunday on a shift pattern to meet the needs of the business, with an hour unpaid break.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Main duties and responsibilities</b> | <p><u>Porterage</u></p> <ol style="list-style-type: none"> <li>1. Movement of furniture/equipment/materials where appropriate</li> <li>2. Setting up and re-positioning of classrooms/exhibitions / exam furniture as required by the University's, where appropriate to include leaving areas in a safe, condition</li> <li>3. Participate in and assist with the setting up of the University's degree award ceremonies and similar corporate events</li> <li>4. Complete weekly fire alarm tests and assist with emergencies as required in line with university's Health and Safety policies and Departments Statement of Safety Organisation</li> <li>5. Ensure all duties are carried out with due regard to health and safety of self and others, including reporting faults or concerns to line manager as necessary. Comply with relevant risk assessments or other health &amp; safety requirements for the role.</li> <li>6. Provide Porterage service to clients, assisting with movement of boxes and material</li> <li>7. To ensure store rooms are kept well organised and that all equipment is in good condition.</li> <li>8. Assist the Post &amp; Porterage staff when required on campus <u>deliveries</u></li> <li>9. Receiving/checking/recording of goods inwards of exhibitor's boxes and material, e.g. number of items against dispatch notes and signing for same,</li> </ol> |

|  | Duties of the role                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|--|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | <p>inputting and scanning of delivery information through mobile devices and computerized systems to ensure delivery information is maintained; ensuring the service operates within the agreed service level agreement.</p> <p>10. Collection of outgoing goods items of and material until collection by external suppliers.</p> <p>11. Ensure safe keeping of goods at all times</p> <p>12. Distribution of items as per requisitions forms, along with undertake stocktaking procedures where applicable <u>Waste &amp; Recycling</u></p> <p>13. Collect recycling / waste material by hand or vehicle from around the University buildings to a central location or within buildings</p> <p>14. When appropriate decontaminate the bags of general waste, ensuring that any non-recyclable items are removed</p> <p>15. Keep areas around central recycling containers clean &amp; tidy</p> <p>16. Assist with the auditing of the recycling material</p> <p>17. Bailing and compacting of recycling material</p> <p>18. Treat all DMU staff, students, contractors and visitors with dignity and respect. Provide a service that complies with the Equality Act 2010, eliminating unlawful discrimination, advancing equality of opportunity and fostering good relations with particular attention to the protected characteristics of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief (or none), sex and sexual orientation.</p> <p>19. Perform any other duties commensurate with the job grade as reasonably required from time to time.</p> |

## Person Specification

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**Permanent**

**Part time (20 hours per week)**

| Area of responsibility             | Requirements                                                                               | Essential or desirable |           | *Method of assessment |   |   |   |
|------------------------------------|--------------------------------------------------------------------------------------------|------------------------|-----------|-----------------------|---|---|---|
|                                    |                                                                                            |                        |           | A                     | I | T | D |
| <b>Qualifications and Training</b> | A level of literacy sufficient to carry out basic form filling, record keeping, job sheets | Essential              |           | √                     | √ |   | √ |
|                                    | NVQ level 2 in, Porterage                                                                  |                        | Desirable | √                     | √ |   | √ |
|                                    | I.T. basic keyboard skills                                                                 |                        | Desirable | √                     | √ |   |   |
| <b>Work Experience</b>             | Experience of operations for receiving parcels                                             |                        | Desirable | √                     | √ | √ |   |
|                                    | Working in a team in a busy environment                                                    | Essential              |           | √                     | √ |   |   |
|                                    | Knowledge and understanding of setting up classrooms/exhibitions events / exam furniture   | Essential              |           |                       |   |   |   |
|                                    | Experience of working in a similar role                                                    | Essential              |           | √                     | √ |   |   |
|                                    | Experience in Manual Handling operations                                                   | Essential              |           | √                     | √ |   |   |
|                                    | Experience of working in within an educational or Industrial environment                   |                        | Desirable | √                     | √ |   |   |
| <b>Knowledge &amp; Skills</b>      | Understanding of Health and Safety requirements to enable safe working practices           | Essential              |           | √                     | √ | √ |   |
|                                    | Ability to work on own initiative and prioritising work                                    | Essential              |           | √                     | √ |   |   |
|                                    | Customer focused                                                                           | Essential              |           | √                     | √ |   |   |
|                                    | Understanding of Recycling operations                                                      |                        | Desirable | √                     | √ |   |   |

|                        |                                                                           |                        |                       |   |   |   |   |
|------------------------|---------------------------------------------------------------------------|------------------------|-----------------------|---|---|---|---|
|                        | Experienced in keeping vehicles in a safe, clean and maintained condition | Essential              |                       | √ | √ |   |   |
| Area of responsibility | Requirements                                                              | Essential or desirable | *Method of assessment |   |   |   |   |
|                        |                                                                           |                        |                       | A | I | T | D |
| Other requirements     | Category B Driving Licence                                                | Essential              |                       | √ | √ |   | √ |
|                        | Ability to work outside of normal core hours                              | Essential              |                       | √ |   |   |   |
|                        | Fork Lift Truck Licence                                                   |                        | Desirable             | √ | √ |   | √ |

\*A = Application Form; I = Interview; T = Test; D = Documentary Evidence