

Driver & Kitchen Porter - Job Description

Job Title: Driver & Kitchen Porter

Reporting to: Head Chef

Overall Objectives: To perform and assist in a variety of tasks including delivery groceries & food around the location, cleaning, washing, carrying and other manual duties as requested by the kitchen team and to Holroyd Howe policies and standards.

Specific Responsibilities:

- To delivery specific cleaning equipment and groceries to boarding houses and department faculties
- To clean and wash up all kitchen and service items in an efficient manner.
- To assist in the preparation of food as required.
- To keep the kitchen and restaurant areas in a clean and tidy state at all times.
- To operate heavy equipment according to manufactures instructions.

Client Service:

- To project a willing and helpful attitude to customers.
- To be customer focused at all times, approachable and quick to exceed expectations in fulfilling customer needs.

People:

- To treat your team members at location as you would expect to be treated.
- To co-operate with all team members and undertake duties in the kitchen / service areas as requested to ensure an efficient and effective service is delivered at all times.

Health & Safety, Food Safety, the Environment:

- To attend health and safety and food safety training courses as required.
- To ensure cleaning areas under your control are maintained to the company and COSHH standards.
- To rigorously follow the unit cleaning schedules.

Additional Responsibilities:

- To attend all location meetings as required.
- To show commitment to company values in all aspects of your role.
- To act as a positive ambassador for the business.

- To attend to any reasonable request made by the client or Holroyd Howe Management.
- To ensure compliance with the company's policy on safer recruitment and safeguarding children and young adults at all times whilst at work.

I have received and read my Job Description and understand that it acts as a guide only to my duties and responsibilities and is not exhaustive; I agree to undertake any other duties deemed reasonable by the management.

EMPLOYEE NAME (please print)

EMPLOYEE SIGNATURE

ISSUED BY

DATE

Issue a copy of the Job Description to the employee and file a signed copy in the employee's Personnel and Training File.

holroyd howe

feeding independent minds

Kitchen Porter - Person Specification

Criteria	Essential	Desirable
Attainments	<ul style="list-style-type: none">• Steady employment record to date• Customer service experience	<ul style="list-style-type: none">• Food hygiene certificate
General Intelligence	<ul style="list-style-type: none">• Ability to communicate in basic written and spoken English• Good organisational skills	<ul style="list-style-type: none">• Ability to work on own initiative• Ability to plan ahead
Special Aptitudes	<ul style="list-style-type: none">• Manual dexterity for quick, skilful handwork	<ul style="list-style-type: none">• Understanding of COSHH
Disposition	<ul style="list-style-type: none">• Smart , clean appearance• Friendly, pleasant personality• Reliable• Respectful and able to gain respect• Must be suitable to work with/around children	<ul style="list-style-type: none">• Keen to continue self development within current role and ambition for further promotion or growth