

JOB DESCRIPTION

JOB IDENTIFICATION

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|------------------------|------------------------------|
| Job Title: | Kitchen Porter |
| Responsible To: | Sandwell Chef Manager |
| Department: | Catering |
| Salary Grade: | £12 per hour |

JOB ROLE

Maintain cleanliness and sanitation of kitchen areas, including dishes, utensils, pots, and pans.

Ensure all kitchen surfaces, floors, and equipment are kept clean and orderly.

Assist with the unloading and proper storage of food deliveries.

Dispose of kitchen waste and recyclables in accordance with college policies.

Support chefs and kitchen staff with basic food preparation tasks as required.

Adhere to all health and safety regulations within the kitchen.

KEY DUTIES

| No | Description of Duties |
|----|---|
| 1 | Keep all kitchen work surfaces (counters, sinks, stoves, walls) clean and sanitised |
| 2 | To assist with the care, cleaning, and maintenance of all kitchen equipment |
| 3 | Be ready to clean up spills to avoid hindering operations |
| 4 | Wash cookware, utensils and cutlery fast to keep them in rotation |
| 5 | Keep the food and supply storage areas organized and clean |
| 6 | Remove all food waste and take to refuse area |
| 7 | Sweep and mop floors at the beginning and ending of shifts |
| 8 | To assist with the general daily cleaning of the kitchen and associated areas, including washing-up and keeping area clean always |
| 9 | To maintain the agreed standard of dress and appearance |

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|----|---|
| 10 | To comply with and promote the policies and procedures of the college |
| 11 | To work in a safe manner at all times, having due regard for others including food safety and health and safety legislation |
| 12 | To attend and undertake training courses commensurate with your duties |
| 13 | A fast learner with an interest in kitchen work |

Standard Clauses - all Job Descriptions

- To comply with the College's policies and procedures
- To comply with Sandwell College's safety policy and other safety procedures and guidelines are deemed part of the job description. Employees must look after their own Health & Safety and welfare and be mindful of other persons who may be affected by their acts.

PERSON SPECIFICATION

Job Title:

Candidates will be assessed for shortlist and interviewed against the following criteria.

| Shortlisting Criteria | | Essential | Desirable |
|-----------------------|---|-----------|-----------|
| 1. | Qualifications | | |
| 1.1 | English and Maths GCSE (or equivalent) at Grade C or above | X | |
| 1.2 | Preferably possess a qualification in Catering | | X |
| 2. | Experience | | |
| 2.1 | Knowledge of current food hygiene and health and safety requirements | X | |
| 2.2 | Experience of working in a catering or hospitality environment | X | |
| 2.3 | Previous experience working within catering in an educational setting | | X |
| 2.4 | Be able to demonstrate excellent interpersonal skills | X | |
| 2.5 | Be able to work as part of a team | X | |
| 3. | Skills/Abilities | | |
| 3.1 | Good communication and interpersonal skills; able to relate to young people | X | |
| 3.2 | Able to respond in a calm and appropriate manner under pressure | X | |
| 3.3 | Commitment to Equal Opportunities | X | |
| 3.4 | Willingness to undertake further appropriate training | X | |
| 3.5 | Ability to work to tight deadlines and under pressure | X | |