



JOB DESCRIPTION

Kitchen Porter

THE SCHOOL

RMS is a leading independent girls' day/boarding School with 1000+ pupils aged 2 to 18 and over 350 teaching and support staff, situated on a 200-acre parkland site near Rickmansworth in Hertfordshire. This is a unique school where we combine dynamic teaching and learning with traditional expectations that are rooted in a long and proud history. RMS is committed to educating young women to be creative, enthusiastic and generous contributors to an ever-changing world. Potential candidates are strongly encouraged to visit the school website www.rmsforgirls.org.uk for more information about our thriving school, with its excellent value added results and inclusive community spirit that encourages both girls and staff to work to their potential and beyond.

THE ROLE

Reporting to the Head Chef, this is an important role working as part of a busy team to deliver a high standard of food for pupils, staff and guests alike. The team provide up to 1100 lunches five days per week, with breakfast and an evening meal required for our boarding community of 80+ over seven days.

In addition to catering for pupils, the department caters for a wide range of both school and external events ranging from working lunches and fork buffets to formal 4 course meals for up to 350 guests.

The role is a 40 hour per week position, during term time only.

JOB SPECIFICATION

The primary objective of the Kitchen Porter is to assist the Head Chef and the Catering Team to maintain the high level of cleanliness required by a professional kitchen. This involves assisting staff with putting deliveries away, distributing supplies to relevant areas on-site, the washing of utensils and equipment during each service and the removal of cardboard and general waste from the department. A key part of the role is to maintain the general cleanliness of the main kitchen and surrounding areas on a daily basis, while also completing all relevant checks and audits required.

Main Duties and Responsibilities

- Working as instructed within the team of Kitchen Porters
- Sweeping and mopping of kitchen floor and surrounding corridors
- To assist the Front of House staff on the dishwasher during service
- Assisting other staff members with delivery of supplies around the school site in the catering vehicle
- Assisting the Head Chef or Stock controller in putting daily deliveries away (morning shift only)
- Ensuring the pot wash and main Kitchens are clean and prepared for the next shift
- Removal of bins and cardboard rubbish to their respective areas
- To ensure the kitchen ovens/fryers and other large pieces of equipment are kept clean and ready for use by the kitchen staff (on-site training supplied)
- To attend any training sessions deemed relevant to this role or required by the school
- Any other responsibilities as delegated by the Head Chef or Catering Manager.

PERSON PROFILE

The holder of this post will:

- Possess a customer focussed, 'can-do' approach to their work.
- Be punctual, reliable and conscientious.
- Communicate clearly and politely with colleagues and academic staff.
- Be self-motivated and able to work alone, as well as part of a team.
- Possess a keen attention to detail.
- Demonstrate flexibility in terms of hours and duties performed.

PERSON SPECIFICATION

Experience and skills – Essential:

- A minimum of 2 years' experience in a similar role involving manual handling tasks and/ or commercial cleaning.
- A good understanding of COSHH and Manual handling procedures.
- A full UK driving licence as site support is required.

Desirable:

- Previous experience working in a busy professional kitchen is preferred but not essential
- Previous experience of working in an educational environment is an advantage
- A current Level 2 Food Hygiene certificate is an advantage

TERMS OF EMPLOYMENT

- A term time contract ie. 40 weeks per year including 5 weeks' paid holiday
- Contracted to work 40 hours per week - 8 hours per day on a rota basis, which includes working every third weekend during the school term.
- The post holders pay on the RMS Support Staff Pay Scale will be S5 (£9.18 per hour), £14,688 per annum.
- Working overalls are supplied and laundered free of charge
- Meals are provided free of charge whilst on duty
- Free car parking whilst on duty
- Access to the RMS Pension Scheme with 5% contribution from the employee which is matched by the employer.
- Preferential gym membership
- An additional two weeks per year will be worked to cover residential commitments and private events during the holidays by mutual agreement and paid separately.

DISCLOSURE AND BARRING SERVICE

The School is a "Registered Body" under the provisions of the Police Act 1997 because employment at the School involves access to children under the age of 18. This post will require an Enhanced Disclosure and Barring check from the Disclosure and Barring Service (DBS) before an offer of employment can be confirmed.

SAFEGUARDING CHILDREN

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact, will be to adhere to and ensure compliance with the School's Safeguarding Policy Statement at all times. If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School s/he must report any concerns to the Head.

In addition to the candidate's ability to perform the duties of the post, the interview will explore issues relating to safeguarding and promoting the welfare of children, including;

- Motivation to work with young people
- Ability to form and maintain relationships and personal boundaries with young people
- Emotional resilience in working with the challenges that young people present
- Approach to the use of authority and maintaining discipline

Revision of Job Description

According to the development and requirements of the School, Job Specifications will need to be reviewed and updated periodically, after consultation with the Job Holder.