



## Saracens High School

### Job Description

**Job Title:** Kitchen Porter

**Responsible to:** Head Chef

The main purpose of the role is to support the delivery of outstanding catering facilities for the school. You will work within a team whose aim is to serve fresh, interesting and nutritious school meals within budget, which meet Government and the School's standards at all times.

To carry out this role effectively you need to be aware of, and support, the fundamental philosophy, aims and objectives of the school and support an ethos which facilitates the effective education of every pupil to ensure that they can make exceptional progress.

Your key responsibilities as **Kitchen Porter** are to:

- Manage deliveries, put away stock and tidy storerooms,
- Wash pots and pans,
- Keep floors clean,
- Sanitize food preparation areas
- Help with food prep work, as required

#### **Health & Safety**

- Understand policies and procedures with regard to health and safety and hygiene and adhere to these at all times.
- Report any faulty equipment to the Head Chef immediately.

#### **Conduct**

- Be familiar with all relevant School policies, rules and procedures and any changes to these.
- Set a standard of behaviour to colleagues which is respectful, honest and friendly.
- Deal with children in a polite, professional and friendly manner at all times.

#### **General**

- Any other duties which may reasonably be regarded as within the nature of the duties and responsibilities of the post.

### Person Specification

<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>
<b>Experience</b>	Cleaning or catering including clearing away experience.	Experience of working in an educational setting. Level 1 Food Safety Certificate Health & Safety certificate
<b>Knowledge</b>	Understanding of Health & Safety requirements	Experience of kitchen equipment
<b>Personal Attributes</b>	<p>Ability to read and implement instructions, such as Health &amp; Safety and Food Hygiene regulations.</p> <p>Ability to support the implementation of exciting and healthy menus.</p> <p>Able to use and clean machinery and light equipment.</p> <p>Able to manage own time effectively and demonstrate initiative and resilience</p> <p>Commitment to personal development</p> <p>Able to adhere to the school's policies and procedures and most importantly the equalities policy, child protection policy and all health &amp; safety related policies.</p> <p>Able to maintain confidentiality</p> <p>Commitment to safeguarding and promoting the welfare of children</p>	