

JOB DESCRIPTION

POST: Kitchen Porter/Vegetable Preparation

BASE: Stroatley/Hindhead

HOURS: As per roster

RESPONSIBLE TO: Catering Manager or Duty Cook

JOB PURPOSE:

To assist generally with cleaning and washing up tasks and the preparation and serving of food to the School's standard of catering.

KEY RESPONSIBILITIES:

Professional/Administrative

1. To ensure that the School's standard of hygiene and cleanliness is achieved and maintained in all designated cleaning tasks.
2. To maintain the School's standard of hygiene and cleanliness of all cutlery, crockery, glassware, kitchen and dining room utensils when working in the "wash-up" area.
3. To ensure tables and serving stations are kept as clean as is reasonably practicable and adequately stocked during service time.
4. To assist, as directed, with the preparation and presentation of service points, as well as the serving of customers when required.
5. To relieve and assist with other duties as required from time to time when directed by Catering Manager or Duty Cook, i.e. receiving of stores.
6. To ensure all areas and surfaces of work are kept as clean and tidy as is reasonably practicable at all times, but particularly at the end of the day/shift.

Personnel

1. To maintain good relationships with all other members of the catering and support staff.
2. To maintain Health and Safety precautions in all working areas.
3. To attend In-service training appropriate to the department

GENERAL RESPONSIBILITIES:

1. To assist at special functions which may be out of normal working hours.
2. To attend meetings from time to time.

3. To fulfil any specific tasks as requested by the Catering Manager, which may include domestic duties.
4. To report any customer complaint or compliment.
5. To report any incident or accident, fire, loss, theft, damage, unfit food or other irregularities.

This job description is subject to review in line with the developing needs of the School.

All staff are required to maintain complete confidentiality of all information concerning other staff and pupils at the School that may be known or acquired in the course of work.

QUALITIES

- Honesty
- Trustworthiness
- Cheerful disposition
- Clean and tidy appearance
- Polite
- Caring towards pupils and fellow workers