



JOB DESCRIPTION

POSITION:	Catering Porter
REPORTING TO:	Head Chef and then to Director of Catering
DEPARTMENT:	Catering
HOURS:	Flexible Hours term time only (34 weeks per year) working across the catering rota 5 days out of 7 days.

Introduction

Epsom College is an independent Co-educational Boarding and Day School for approximately 1100 pupils aged 11 to 18 years and operates the timetable 6 days per week. The School is located approximately one mile from Epsom town, below Epsom Downs, in fine buildings set in a beautiful tree filled campus of some 72 acres.

The Catering Department provides all food and beverages for pupils, staff and visitors. As well as enjoying a professional reputation with the pupils, parents and teachers, it also provides catering services for external customers and other schools and regularly hosts national sporting events, weddings and other functions throughout the year.

Job Purpose

To effectively work with the team of Chefs and Porters, ensuring that the kitchen is run to Epsom College's high operational standards whilst assisting with the production of 1800 meals per day plus additional functions and meetings during term time. In addition, having the ability to change to commercial business during holiday periods whilst continuing the high standards to produce meals for weddings, conferences and corporate dinner and dances. To serve and assist at College functions and events.

Key responsibilities and accountabilities:

1. Carry out all Food Safety and Health and Safety Regulations. Ensuring the all documentation and procedures are followed
2. Undertake all duties in accordance with the College's safeguarding protocols and procedures.
3. Undertake all aspects in the cleaning of equipment within the sections of kitchen and dining room, - walls (up to 2 metres) floors, fixtures and fittings, pots, pans, cutlery, crockery, glassware ensuring that correct cleaning products and PPE equipment are used according to the cleaning rota or as directed
4. Assist with all aspects of preparation, production and presentation of food.
5. To ensure a high standard of personal and general cleanliness and hygiene to comply with statutory regulations.
6. Report on equipment, ensuring that all equipment breakdowns are reported to the Office and that staff are aware that equipment is faulty.
7. To work within a team and ensure a responsible attitude towards other staff members
8. To assist at special functions, some of which may occasionally occur outside normal working hours
9. Attend meetings and all mandatory training courses to develop relevant knowledge and skills
10. To carry out all duties in accordance with safeguarding protocols and procedures

Epsom College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

No job description can fully cover all aspects of the role and consequently the responsibilities are likely to evolve and change over time. This description gives an overall view of the position.

Experience, skills and experience

Essential

An understanding and commitment to safeguarding protocols.

Level headed, sensible, mature approach, trustworthy and reliable

Ability to work flexibly under pressure

A good sense of humour

Excellent people skills and able to work in a large team and/or alone

Desirable Knowledge/skills required

Previous experience working within a high volume operation
An understanding of Health and Safety and Food Safety Regulations
Experience within a catering or customer service environment

Qualifications

Desirable

Food Safety
Health & Safety

Terms and Conditions

Salary: £26,743 pa for full time working throughout the year and pro rata for part time working and Term time only working

Hours: Flexible hours across the Catering shift rota up to working 5 days out of 7 days during term time including Staff Inset days.

Holidays: 28 days pa inclusive of bank holidays full time working and pro rata for part time working rising by one day per year up to a maximum of 33 days pa inclusive of bank holidays and pro rated for part time working

Pension: The College operates the Epsom College Automatic Enrolment Scheme. The Scheme is administered by the Pensions Trust. Eligibility is based on statutory criteria. If eligible, the Employee will be required to contribute a minimum of 5% of Basic Salary and the College will contribute 4% in compliance with current legislation

Employee Benefits include:

Life Assurance: Members who are automatically enrolled or who choose to opt into the College Pension Scheme will be provided with life assurance cover at two x contractual annual basic salary at no cost to them.

Health Care Plan: Private Health Care is offered subject to qualifying conditions

School Fee Discount: Subject to qualifying conditions generous school fee discount offered.

Dining Facilities and Refreshments : Whilst at work a free meal and refreshments are available when the dining room is open

Health Fitness and Wellbeing: Free use of Fitness suite and swimming pool are available to staff at certain times

Cycle to Work: Subject to qualifying conditions, the College offers a cycle to work loan scheme

Computer Loan: Subject to qualifying conditions, the College offers a computer loan scheme
Free parking on site

Offer of Post: The post will be offered subject to receipt of satisfactory written references, pre-placement medical assessment, proof of appropriate qualifications, and satisfactory Enhanced Disclosure from the Disclosure and Barring Service and overseas police check if appropriate, as well as confirmation that the successful candidate is able to work in the UK. Prior to interview/shortlisting an online search of internet search engines, websites and other publicly available and publicly accessible platforms to ascertain applicant's suitability to work within a school environment will be undertaken on applicants who have been shortlisted. Please note whilst the Enhanced DBS check will be paid by the College if an overseas police check is required it will be at the cost of the successful applicant

Method of Application

Application

In compliance with safeguarding regulations, applicants are required to complete the Application for Employment Form available from our website www.epsomcollege.org.uk. To comply with safeguarding procedures when working in a school, CVs cannot be accepted. Applicants should refer to the Recruitment, Selection and Disclosure and the safeguarding policies on the College website.

Applicants are encouraged to contact the Director of Catering, Bev Spencer, for an informal chat
Bev.Spencer@epsomcollege.org.uk

15/7/25