**JOB DESCRIPTION**

**POST : Kitchen Porter**

**DEPARTMENT/FACULTY : Aviation, Tourism & Hospitality**

**RESPONSIBLE TO : Head of Faculty (HoF)**

**POST OBJECTIVE:**

To clean kitchens, brush and mop floors, dish and pan washing and remove waste.

**MAIN DUTIES AND RESPONSIBILITIES:**

1. To operate dish washer and wash dishes and pans manually.
2. To maintain the cleanliness of the working area and equipment used.
3. Stock checking and stock taking.
4. Remove food waste and other debris.
5. Brush and mop floors.
6. Clean large food preparation and cooking equipment.
7. To assist lecturing staff in monitoring students working within Realistic Working Environments.
8. To comply with the College’s Safeguarding and Whistleblowing policies and procedures.
9. To share in the College’s commitment to safeguarding and promoting the welfare of children, young people & vulnerable adults.
10. To comply with the College’s Health and Safety and Equal Opportunities.
11. To undertake other duties of a similar nature as allocated by the line manager.

This job description is not intended to be exhaustive but to indicate the main responsibilities of the post and may be amended from time to time.

**This post is not exempt from the Rehabilitation of Offenders Act 1974**

**PERSON SPECIFICATION**

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| **Ref:** | **ESSENTIAL** | **DESIRABLE** | **HOW IDENTIFIED** |
| **Practical** | 1. Smart appearance  * Good personal hygiene * Ability to carry and move small items of equipment |  | Job and Medical History from application form and references. Performance in interview process. |
| **Qualifications** | * Basic Food Hygiene qualification or willingness to undertake on commencement of employment * Maths and English GCSE, grades A-C |  | Formal possession of an appropriate qualification to be verified at interview or from records.  Original certificates shown to HR and copies taken.  Interview. |
| **Experience** | * Dish washing operation * Kitchen porter duties |  | Past employment activity record and application form.  Performance on related selection methods, e.g. presentation, group discussion. Interview. |
| **Training** | * Cleaning with chemicals | * Customer care | Past training history from application form and records.  Selection process by demonstration of ability to display knowledge and skills at the interview. Certificates. |
| **Special Knowledge** | * Health and safety * Hazard spotting * Food safety * Kitchen operations |  | Qualification held and original certificate shown to HR.  Demonstration of ability to display knowledge and skills at the interview. |

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| **Circumstances** | * Must be able to keep areas clean and tidy * Flexible attitude to working hours, must be able to work evenings and weekends * To work within the College’s safeguarding and whistleblowing policies & procedures to promote the welfare and protection of children, young people & vulnerable adults |  | Ensuring candidates are aware of these requirements from the job description. Applications form details and interview. Recruitment checks.  References. |
| **Disposition** | * Good team worker * Able to work alone * Able to work under pressure |  | Interview, recruitment checks and references including current employer and relevant to post. |
| **Practical and Intellectual skills** | 1. Good practical skills  * Good communication skills * Customer-care skills |  | Performance in related selection process e.g. exercises, group discussion, problem solving, questions etc. |
| **Legal Requirements** | * DBS clearance on appointment | * Awareness of Food Hygiene legislation | Application form and interview questioning and references. |