

KITCHEN PORTER

Please note: this job description must be read in conjunction with the current School Pay and Conditions Document, which itemises the general conditions of employment governing this post.

Purpose	<ul style="list-style-type: none"> To be responsible for receiving and storing deliveries for catering in a correct and safe manner
Reporting To	<ul style="list-style-type: none"> Catering Manager
Salary/Grade	<ul style="list-style-type: none"> Scale 2 Pt. 3
Disclosure	<ul style="list-style-type: none"> Enhanced
MAIN DUTIES	
Hygiene / Cleaning	<ul style="list-style-type: none"> To be responsible for receiving and storing deliveries for catering in a correct and safe manner Maintaining the food storage areas like freezers, refrigerators and dry stores Supporting the Chef in basic food preparation like cutting ingredients, peeling and washing food items Understand and comply with the Food Safety Act and other general Food Hygiene Regulations. Cleaning and maintaining cooking equipment like cookers, pots and food mixers using company approved instructions and cleaning materials. To ensure the daily cleaning schedules for the kitchen are met (and amended if necessary to the highest standard. Ensure that all kitchen ware is cleaned and well maintained, and all PPE and chemicals are used appropriately and to report any maintenance issue immediately to the Head of kitchen. Understand and comply with Health & Safety Regulations, including COSHH and HACCP To action the correct use of PPE (Personal Protective Equipment) and fire precautions. Work as part of the Kitchen team, showing leadership and commitment to ensure a good working environment, promoting positive attitudes and pride in the work produced. To work flexibly and to understand that requirements vary and develop depending on changing circumstances within the school. Participate in any proposed training. To dispose of waste materials from catering areas to designated collection points. To operate industrial dishwasher in all catering areas. To always maintain clean working environment, with special regard to health and safety hygiene. To undertake occasional duties outside the normal routine but within the scope of the position and the department's activities. To take reasonable care for the health and safety of yourself and other employees and members of the staff and student body. Cleaning and sterilising countertops, kitchen walls, stoves, ovens, grills and sinks

	<ul style="list-style-type: none"> • To follow policy on safety as outline with training. • To wear full uniform in all food areas with safe shoes provided which must be kept clean smart. • To operate dangerous machinery only after full training is given.
<ul style="list-style-type: none"> • Whilst every effort has been made to explain the main duties and responsibilities of this post, each individual task undertaken may not be identified. • Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. • Employees are expected to present themselves and to act in a professional manner at all times. • The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled applicants or continued employment for any employee who develops a disabling condition. 	

Person Specification

Knowledge	<ul style="list-style-type: none"> • Health and Safety • Food hygiene certificate is preferable although training will be provided
Qualifications & Experience	<ul style="list-style-type: none"> • A recognised catering qualification is preferred • Previous kitchen experience is preferred • Ability to work efficiently in a fast-paced school kitchen environment
Skills and Abilities	<ul style="list-style-type: none"> • Ability to carry out some heavy lifting • A good level of written and spoken English is essential as role involves receiving deliveries and standard health and safety procedures • Ability to multitask and work under pressure
Engaging With Others	<ul style="list-style-type: none"> • The ability to work as part of a team and on your own initiative. • Good communication skills and strong teamwork skills • Good understanding of customer care • Ability to delivery excellent customer care, polite, good attitude, and smile!
Learning Effectively	<ul style="list-style-type: none"> • To undertake further training as required.
Valuing Diversity	<ul style="list-style-type: none"> • To have a commitment to anti-oppressive/anti-discriminatory behaviour in all aspects of the job.

Signed..... Date.....