



JOB DESCRIPTION

Kitchen Porter

Role summary

Reports to: Head Chef/Second Chef

Direct Reports: None

The principal roles of the Kitchen Porter are:

- To assist in the day to day running and cleaning of the department in compliance with the requirements of the department, food standards and service. Via the completion of equipment maintenance, kitchen hygiene and food preparation.

Responsibilities

1. Comply with the department rules and regulations and its Health and Safety policy in the efficient operation of the department in accordance with the standards required.
2. To ensure that all equipment, crockery and working areas used in food storage, preparation, production and service from the Kitchen area are kept clean and tidy, as directed by the Catering Department and legal requirement.
3. Comply with food hygiene standards and departmental code of practice in the preparation of food.
4. To report all accidents as they occur and to report any defective equipment or environmental Hazard immediately.
5. To continuously review existing procedures and suggest potential improvements and efficiencies through automation, new technologies and changes to ways of working. In particular, to look for further opportunities to improve our services.
6. To be responsible for and able to evidence own personal development by undertaking relevant training, attending meetings, conferences and events ensuring that you are updated in all matters relevant to the role as agreed.

7. To carry out additional duties and tasks that may be required within the range of the responsibilities of the post.

Area	Essential	Desirable	Assessment Method
Qualifications	<ul style="list-style-type: none"> • A good standard of English and Maths • Evidence of continued professional and personal development 	<ul style="list-style-type: none"> • Food hygiene certificate • First Aid certificate 	Q
Experience	<ul style="list-style-type: none"> • Ability to work in a team under minimal supervision 	<ul style="list-style-type: none"> • Previous experience cleaning 	E
Knowledge / Technical/ Work-based Skills	<ul style="list-style-type: none"> • Ability to understand and adhere to Child Protection and Safeguarding legislation. • Ability to read and understand instructions on cleaning products 	<ul style="list-style-type: none"> • Knowledge of health and safety aspects of cleaning duties and food preparation • Awareness of manual handling best practice 	E
General Skills/ Attributes	<ul style="list-style-type: none"> • Ability to act on own initiative • Self-motivated, with the ability to be flexible and adapt to the changing needs and demands of the organisation. • A positive approach to the role. 		E
Values	<ul style="list-style-type: none"> • To uphold and live the School values of: • Community – choose community • Worship – have an attitude of gratitude • Humility – keep your feet on the ground • Stewardship – leave it better than you found it • Service – serve your heart out • Silence – listen more than you talk 		E

Assessment Method: E = Experience, Q = Qualification

All posts holders are expected to:

- Adhere to and ensure compliance with the Child Protection Policy at all times. If in the course of carrying out the duties of the post, the post-holder becomes aware of any actual or potential risk(s) to the safety or welfare of children at Worth School, these concerns must be reported to the Designated Safeguarding Lead or the Head Master.
- This role is subject to on-going satisfactory DBS checks and references.
- Comply with Worth and departmental Health & Safety policies, procedures and risk assessment ensuring the provision of a safe and secure working environment, in keeping with legal requirements.
- Actively contribute to the continuous improvement process and the ongoing development of a quality culture, for example, changing behaviour and identifying and implementing improvements to processes and activities, and encourage others to do the same.
- The post holder must ensure that any information relating to employees, students and volunteers (future, current and past) is treated in strictest confidence and must be discussed only within the confines of the work setting with the appropriate members of the team or managers.

This job description is indicative of the nature and level of responsibilities associated with this post. It is not intended to be exhaustive, other tasks and responsibilities may be allocated as necessary from time to time.