



CUCKOO HALL ACADEMIES TRUST

Job Description- Kitchen Porter

Reports to: Operations Manager/ Chef Manager

Start Date: September 2019

Salary: CHAT Support Staff Pay Point 6 £11,620.04 per annum

Hours: 30 Hours a week

Weeks: 38 weeks (no inset days)

Accountable to:

The kitchen Porter is ultimately accountable to the Operations Manager but day to day reporting will be to the Chef Manager.

Hours: 8.00am - 2.30pm Monday to Friday

Job Summary: Working as part of a team, you will assist the Chefs & kitchen team in the provision of a high standard of cleanliness and hygiene in the school kitchens. This will involve daily operation of the dishwasher machine and general cleaning duties and setting up/cleaning down the service areas and dining halls.

Responsibilities:

- Prepare and load the dishwashing machine. Operate, unload and stack items in a safe manner. Use appropriate cleaners and maintain the dishwashers in a serviceable condition
- Empty food waste bins kitchen rubbish at the end of each shift, ensuring a high level of hygiene is maintained in the kitchen at all times
- Provide an excellent standard of customer service at all times.
- Ensure the cleanliness of the stores & that all purchases are stored in strict rotation.
- Checking in and putting away of all deliveries - to include goods & vehicle temperature checks
- Assisting the catering staff from time to time with duties as requested, such as vegetable preparation, or delivering of hospitality to different areas in the school.

- Report any faulty equipment to the Chef Manager
- Preparing the dining areas for morning break & lunch service.
- Clearing and cleaning of all service, floors, preparation and eating areas, utensils and equipment
- To maintain a high standard of hygiene and service, personal appearance and dress, as appropriate to a food hygiene area.
- To maintain a professional standard and conduct throughout the kitchen at all times.
- To attend all Health and Safety meetings and ensure H&S standards are followed throughout.
- To co-operate with all catering staff and undertake such duties in the kitchen/service areas as requested, to ensure an efficient and effective service is delivered consistently.

General Requirements:

- Maintain confidentiality in all areas of work for all CHAT academies.
- Ensure that your conduct within and outside the school does not conflict with organisational expectations.
- Co-operate with all staff in maintaining harmonious inter-personal relationships, internally and externally. CHAT academies expect all staff to treat others with respect and courtesy.
- Attend staff meetings and training as required.
- Participate in supervision sessions and appraisals with your line manager.

This is an outline job description and may be subject to change, according to the needs of the school, in consultation with the post holder.

Closing Date: Tuesday 21st May 2019