

# Job Description: Kitchen Porter

**Reports to:** Head Chef

**Start date:** As soon as possible.

**Hours:** Part-time, 30 hours per week, TTO + 1 week (40 weeks)

**Salary:** Ark Support Staff (Inner London) Band 2, Scale Point 6-11: £18,222 - £19,409, Prorated.

## Key Responsibilities

- To provide an efficient, clean and organised wash-up cycle of crockery, pots, pans, cutlery trays and other goods in the wash up area to avoid a backlog of washing-up.
- To ensure that the kitchen floors, walls and work surfaces are kept clean and tidy on a daily basis.
- To ensure that kitchen is organised and equipment is ready for use.
- To ensure chemical cupboard is organised and a weekly stock take is maintained.
- To provide a safe working environment in the kitchen, wash up and back of house.
- To help out with receiving and processing payments on the till when required.

## Main Duties

- To maintain kitchen cleanliness in accordance to food hygiene and health and safety regulations, using the correct chemicals on the correct surfaces/appliances.
- To ensure the bin area and all cardboards are placed in the correct recycle bins and the area is kept clean and tidy.
- To carry out the responsibilities of the post in accordance with all health and safety and relevant legislation, reporting any incidents or accidents, including near-misses, to the Head Chef.
- To ensure all main doors, contact areas and walls are washed down as directed by the Head Chef.
- To ensure the laundering of tea towels is completed weekly and ensure all paper towels and hand soap liquid is replenished as and when needed.
- To help the Head Chef as they see fit in the preparation of food.
- To ensure at the end of the shift that everything is cleaned and the floor is swept and mopped up, ready for the next day.
- To take part in the deep cleaning of the kitchen, food storage, serving and dining areas of the academy.
- To receive stock and check quality and quantity against the delivery note/invoice. To put deliveries of stock away in the designated storage, take temperature of all deliveries, record temperatures on temperature record sheets and ensure that all stock is dated and rotated in accordance with directions from the Head Chef.
- To deliver refreshments for special functions and collect and clean dirty cutlery, crockery and other serving items after functions, as and when required. This may include some evening work.
- To work as part of a team to ensure that all service requirements are met.
- To attend training courses as required.

## Academy Culture

- To help create a strong academy community, characterised by consistent, orderly behaviour and caring, respectful relationships.
- To demonstrate a commitment to equality of opportunity for all members of the academy's community.
- To actively promote the academy at all times.
- To contribute to discussions at team meetings.

## Other

- To play an active part in the development of the pupils through positive interactions with them.
- To undertake any other responsibilities as directed by the Head Chef, Principal and / or any member of the Core Team.
- To meet the expectations of all Bolingbroke staff as laid out in the Staff Expectations Policy.
- To uphold all academy policies with consistency and diligence.