

Job Description

Job Title	Kitchen Porter
Reports To	Catering Manager
Contract	Full-time, Permanent (Term time only)
Grade	Business Support Scale 4
Location	Stratford/East Ham campus

Our Vision

Mission statement

The mission of the College is to develop the skills, confidence, and qualifications for local people to lead rich lives and build great careers.

College Values

- A** **Ambitious** – *We are highly ambitious for our students and staff with a relentless drive for excellence in everything we do.*
- S** **Successful** – *We build resilience and determination to achieve great results, celebrating individual and collective success.*
- P** **Professional** – *We foster high levels of professional standards, with an emphasis on integrity and accountability.*
- I** **Innovative** – *We strive to be at the forefront of innovation for education, skills and employment.*
- R** **Respectful** – *We celebrate our inclusive and diverse culture, valuing our students, staff and stakeholders.*
- E** **Engaging** – *We are committed to developing partnerships, listening to students, staff and employers to inform our decision making.*

Safeguarding of Children and vulnerable adults

Newham College is committed to safeguarding and promoting the welfare of our learners and young people. We expect all staff to share this commitment. As this role involves regulated activity, the successful applicant will be required to undertake an enhanced DBS check and additional pre-employment checks.

Equality of Opportunity

The College has a strong commitment to working toward the implementation of equality of opportunity in both service delivery and employment. The College's mission and strategic objectives directly support this aim. All employees are required to actively support the development, dissemination implementation of this aim and related policies and programmes.

We encourage and welcome applications from all individuals, regardless of age, disability, sex, sexual orientation, gender reassignment or identity, race, religion or belief and marriage and civil partnership.

Job Purpose

The primary purpose of this role is to support the College's catering services by assisting in the preparation, serving, and provision of food and beverages while ensuring the cleanliness, safety, and efficiency of the working environment. The postholder will contribute to maintaining high standards of hygiene, stock management, and customer service, ensuring compliance with College and statutory food hygiene and health and safety policies. Flexibility, teamwork and a commitment to delivering excellent service are essential to success in this role.

Key Duties and Responsibilities

- Clean and maintain floors and all equipment in kitchens, and service areas, in line with cleaning schedules
- Clear, clean and polish crockery, cutlery, cooking utensils
- To lay up and clear dining furniture and counters
- Taking the waste including boxes to environmental facilities provided
- Unloading deliveries and placing the stock in specified areas
- Maintain a safe working environment in compliance with both College's and statutory Food Hygiene / Health & Safety policies
- Transport catering items on trolleys in a controlled manner
- Provide a courteous and efficient service to all customers
- Maintain a high level of personal hygiene and ensure clean uniforms
- Work flexibly and undertake any other catering-related duties that may be reasonably required within the scope of the role
- Work at other locations, as required, depending on the College's operational needs

The above list of responsibilities is not exhaustive, and the jobholder may be required to undertake other duties commensurate with the level of the role, as reasonably requested by their line manager.

This job description accurately reflects the duties and responsibilities of the role at the time the job description was written. These duties and responsibilities may change over time without significantly impacting on the character of the role, the overall level of responsibility, or its grade.

Depending on strategic or operational needs, the jobholder may in the future be required to work for another existing or new organisational unit and/or at different sites within Newham College. This may be on a temporary or indefinite basis and may involve a change in line management and/or regularly working at more than one site.

Person Specification

The following qualities are all deemed essential to the requirements of the post. The College will, therefore, be seeking evidence of these in the selection process, which will include application form, an assessment centre, interview(s) and references. The College is seeking to appoint highly skilled, dynamic, flexible, and committed people with the potential to help us realise our mission and strategic objectives. The appointing panel will, therefore, require sufficient evidence of ability and achievement in each of the following areas to make an appointment.

Qualifications:	Essential	Desirable
GCSE Maths and English or Equivalent	X	
Basic Food Hygiene		X

Knowledge and experience:	Essential	Desirable
Experience in a similar setting	X	
Food Preparation skills		x
The ability to communicate clearly and effectively with a wide range of people	X	
Excellent interpersonal skills	X	
A good understanding of time management and experience of prioritising workload and meeting deadlines.	X	

Skills & Abilities	Essential	Desirable
The ability to work in an unsupervised and busy environment	X	
Ability to stand for long hours	X	
Excellent Organizational skills	X	

Other qualities:	Essential	Desirable
A driven, hardworking and enthusiastic individual	X	
Efficient and conscientious	X	
A positive and 'can do' approach	X	
To wear correct uniform and follow personal hygiene rules and regulations	X	
Carrying out any other duties as appropriate to the post and as requested by the kitchen Manager or Catering Manager.	X	

