

Job Description for the Post of: **Kitchen Porter**

Introduction

Job descriptions have been written to help produce an effective school. They are written statements of what the jobs involve, what staff are expected to do, and the responsibilities involved in the jobs. They thereby provide a basic framework for the discharging of professional and managerial responsibilities. These basic frameworks provide a means by which job-holders and persons assuming the responsibility for the job-holders can mutually discuss the nature of the job.

Job descriptions also allow others in the school to understand what the jobs entail. They are not meant to be static or exclusive; rather, the nature of a school environment means that flexibility in jobs is desirable and inevitable. It is the spirit in which jobs are performed which is important to an effective school.

Responsible To

The Head, through the Cook.

Main Purpose of Job

To work as part of the Catering Team, contributing to the achievement of its objectives and providing an effective and efficient service. This includes carrying out all cleaning and maintenance tasks as instructed by the Catering Manager, Cook and Assistant Cook, as well as basic food preparation and storage as required, working within DfE guidelines regarding current health, safety and hygiene legislation.

Main Tasks

1. To ensure the safety and wellbeing of all students and to report any safeguarding or child protection concerns through the school's reporting procedures. To contribute to the safety and wellbeing of colleagues.
2. To work as part of a busy team, supporting colleagues where needed and communicating effectively.
3. To find practical solutions to problems, using initiative to achieve objectives.
4. To provide an effective kitchen portering service, including:
 - Efficient and effective cleaning and clearing of all kitchen areas, sanitising areas as necessary;
 - Washing up crockery, trays, utensils and cooking equipment including heavy items;
 - Ensuring all equipment is clean and put away correctly;
 - Unloading and putting away deliveries quickly and efficiently, ensuring that deliveries don't block doorways, passageways or work areas and moving stock to other kitchens as required;
 - Emptying bins in the kitchen and dining areas and disposing of rubbish and recycling;
 - Sweeping, mopping and cleaning floors, moving equipment or furniture as necessary;
 - Deep cleaning fridges and heavy kitchen equipment to maintain sanitary & kitchen safety standards;
 - Basic food preparation;
 - Preparation & delivery of refreshments for functions and collection of items after functions;
 - Working on a till if needed;
 - Ensuring basic maintenance of catering equipment is carried out.

5. To ensure compliance with the School's Health & Safety Policy and food hygiene and COSHH (Control of Substances Hazardous to Health) regulations at all times.
6. To practise and promote a friendly, polite and efficient service.
7. To support the team in promoting equal opportunities in the workplace and delivering services which are accessible and appropriate to the diverse needs of service users.
8. To take full advantage of training provided.
9. To undertake other duties as required in line with the grade and responsibilities of the post.