

Queenswood

JOB DESCRIPTION



Kitchen Porter



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Job Title: Kitchen Porter

Date: December 2025

Reporting to: Kitchen Manager, Sous Chef, Chef De Partie, Deputy Manager

Reporting to the job holder: N/A

Overall Purpose: To perform a variety of fetching, carrying and other Manual tasks in kitchen, servery and plate wash areas adhering to health and safety and food safety procedures

Main Tasks:

- Safeguarding the welfare of children in accordance with Queenswood's Child Protection policy
- Complete duties outlined within the kitchen porter's daily hygiene schedule
- Assist in plate wash as required
- Responsible for general cleanliness and hygiene of all kitchen equipment, machinery and utensils
- Demonstrate good customer service and teamwork skills
- Carry out additional tasks concerned with the operation of the unit, as and when required
- Assist in deep cleaning of kitchen on a Friday and additional cleaning tasks when required

Duty Specific Tasks:

- All bins emptied during the shift and all cardboard boxes to be broken down and thrown out
- Floor swept twice per day
- Corridor, Stores and Fridges floors machined daily
- Main kitchen floor swept and mopped at end of shift
- Fryers, Bratt pans & Auto sham cleaned when required
- Dispose of old oil
- Check all areas for blue roll top up at end of shift
- All D10 bottles re filled
- Back area shelving pulled out at least once per week
- Servery counter cleaned down from Lunch and Supper service
- Dishwasher drained and cleaned down
- Ceiling & wall tiles in pot wash wiped down once per week

Organisation Chart:



Skills, Knowledge and Experience:

Health and safety, food safety certificate desirable but not essential as training will be provided