



JOB DESCRIPTION

Job Title: Kitchen Porter

School: Rivington & Blackrod high School

Grade: Grade A SCP 2-3

Reports to: Catering Manager / Assistant Catering Manager

Main purpose of the job:

To support the catering team by maintaining a clean, safe and hygienic kitchen environment, assisting with food preparation as required, and ensuring all kitchen equipment, utensils and service areas are cleaned and maintained to the highest standards. The Kitchen Porter plays a vital role in enabling the catering team to provide a high-quality food service to students, staff and visitors.

Key duties and responsibilities

Kitchen Cleaning and Hygiene

- Wash and sanitise crockery, cutlery, trays, cooking utensils and kitchen equipment.
- Operate commercial dishwashing equipment safely and efficiently.
- Clean kitchen surfaces, workstations, floors, walls and storage areas throughout the day.
- Empty bins and dispose of waste in accordance with school recycling and waste disposal procedures.
- Ensure cleaning schedules are completed accurately and on time.
- Maintain high standards of cleanliness in line with Food Hygiene Regulations and HACCP procedures.

Food Preparation Support

- Assist catering staff with basic food preparation tasks as directed.
- Prepare vegetables, salads and other simple food items.
- Replenish ingredients and supplies during service.
- Assist with setting up and clearing away food service areas.

Stock and Equipment

- Receive and store deliveries safely and correctly.
- Rotate stock following First In, First Out (FIFO) procedures.
- Report damaged equipment, maintenance issues or shortages to the Catering Manager.
- Ensure equipment is stored safely after use.

Health and Safety

- Comply with all Food Safety, Health & Safety and COSHH regulations.
- Wear appropriate Personal Protective Equipment (PPE) and uniform.
- Report accidents, hazards or near misses promptly.
- Maintain a safe working environment for colleagues, students and visitors.

Customer Service

- Work positively as part of the catering team.
- Be polite, friendly and professional when interacting with students, staff and visitors.

- Support the smooth running of meal services.

General Duties

- Attend relevant training and staff meetings.
- Support catering functions and school events where required.
- Undertake any other duties appropriate to the grade of the post as requested by the Catering Manager.

Safeguarding

The postholder is responsible for promoting and safeguarding the welfare of children and young people in accordance with the school's Safeguarding and Child Protection Policy. The successful applicant will be expected to undergo an Enhanced DBS check and comply with all safeguarding procedures.

General Responsibilities

- Promote equality, diversity and inclusion.
- Maintain confidentiality at all times.
- Comply with school policies and procedures.
- Demonstrate the school's values and behaviors in all aspects of work.
- Contribute positively to the wider life of the school.

PERSON SPECIFICATION

Criteria	Essential	Desirable
Experience of working in a kitchen, catering or cleaning environment	✓	
Experience working in a school or large-scale catering environment		✓
Basic understanding of food hygiene and kitchen cleanliness	✓	
Food Safety Level 2 Certificate		✓
Knowledge of Health & Safety and COSHH procedures	✓	
Ability to work effectively as part of a team	✓	
Ability to follow instructions accurately	✓	
Good organisational skills	✓	
Ability to work efficiently during busy service periods	✓	
Good communication skills	✓	
Reliable, punctual and dependable	✓	
Positive attitude and willingness to learn	✓	
Flexible approach to duties and working patterns	✓	
Able to maintain high standards of cleanliness and hygiene	✓	
Physically able to undertake manual handling, prolonged standing and lifting in accordance with safe working practices	✓	
Commitment to safeguarding and promoting the welfare of children	✓	

Understanding of equality, diversity and inclusion	✓	
Willingness to undertake relevant training	✓	
Professional appearance and conduct	✓	

Personal attributes	Essential	Desirable
A positive and enthusiastic attitude.	✓	
Pride in maintaining a clean and organised working environment.	✓	
A strong work ethic and reliability.	✓	
A willingness to support colleagues and contribute to a team environment.	✓	
Good attention to detail.	✓	
A calm and professional approach during busy periods.	✓	
Flexibility and adaptability to changing priorities.	✓	
Commitment to providing an excellent catering service for students and staff.	✓	
A commitment to equality and diversity	✓	
A commitment to Health & Safety	✓	
A commitment to child protection and safeguarding	✓	

Special requirements for successful candidate
Satisfactory enhanced DBS certificate
Medical clearance
Two satisfactory references

The Trust is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to an enhanced disclosure from the Disclosure and Barring Service (DBS). The school is committed to safeguarding and promoting the welfare of children and young people and it expects staff and volunteers to share this commitment.