

Person Specification for the Post of:

Kitchen Porter

Attributes	Requirements	Essential	Desirable
Qualifications & Trainings	A Level 2 Qualification in Food Safety in Catering, or the ability to attain it		✓
	A Health and Safety qualification, or the ability to attain it		✓
	Qualifications showing a good standard of basic literacy and numeracy	✓	
	First Aid at work Certificate, Manual Handling and COSHH Trainings		✓
	Food Hygiene and Allergy Awareness Trainings		✓
Knowledge, Skills and Experience	Experience of working in a busy catering environment, ideally as a Kitchen Porter	✓	
	Experience and knowledge of health and safety and good hygiene practice in a busy kitchen	✓	
	Knowledge of safe working practices in relation to working in a commercial kitchen.	✓	
	Experience of cleaning and the ability to maintain a range of equipment	✓	
	Be an effective communicator – actively listen, convey ideas and information clearly and with effective verbal and written communication skills	✓	
	Be able to read and follow guidelines and instructions	✓	
	Awareness of manual handling best practice		✓
	Knowledge of COSHH and the safe storage of chemicals		✓
	Knowledge of Health and safety legislation as it applies to the kitchen environment and colleagues		✓
	Previous experience of working in a school kitchen		✓
Personal & Professional Skills & Attributes	Physically strong so as to comfortably manage the physical aspects of the role, eg standing, bending, lifting, washing up, etc	✓	
	Able to use and clean simple machinery and light equipment	✓	
	Excellent organisational skills and ability to work in a methodical manner	✓	
	Can use own initiative and work with minimal supervision	✓	
	Be able to read and follow guidelines and instructions	✓	
	An excellent team player, helpful, friendly and flexible, with the ability to stay calm under pressure	✓	
	Ability to establish positive relationships with a wide range of people	✓	
	Supportive of the school's excellent staff attendance and punctuality record	✓	
	Display and maintain a high standard of personal hygiene	✓	
	Honesty and integrity.	✓	
Other	Commitment to equality of opportunity and the safeguarding and welfare of all students;	✓	
	Committed to promoting the ethos of the school;	✓	
	Commitment to own Continuing Professional Development and progression;	✓	
	Willingness to attend any relevant training opportunities	✓	
	This post is subject to an enhanced Disclosure and Barring Service check	✓	
	Right to work in the UK	✓	
	Flexibility to cover shifts or support events/functions		✓