

JOB DESCRIPTION

Kitchen Porter



HARROW
SCHOOL

DEPARTMENT	Catering
REPORTS TO	Executive Head Chef but takes instruction and direction from all members of the Senior Catering Team.
RESPONSIBLE FOR	N/A
WORKING PATTERN	Average of 40 hours per week worked over 5 days out of 7 across a 3-week rota (your employment contract will give full details)
ISSUE/REVISION DATE	February 2024

THE ROLE

The team of Kitchen Porters is in charge of ensuring the various School kitchens are always clean, organised and tidy and that correct hygiene standards are observed.

EMPLOYEE EXPERIENCE

Here is an insight from employees in the chef team on what they enjoy about working at Harrow.

CATERING FOR EVENTS

- **Variety.** This role isn't just about providing school meals. The department also caters for high-end events such as weddings, private parties, sports events, buffets, afternoon teas etc., which provides variety and interest.
- **Fine dining.** Chefs hone their skills producing food that is beautiful and accomplished, to surpass the expectations of our most exacting clients.
- **High-profile events.** Harrow School is a sought-after destination for well-known clients that include nationally recognised sporting organisations and internationally renowned guest speakers.

CREATIVE OPPORTUNITIES

- **Homemade food.** This is not a role where food is mostly bought in and simply heated up or served straight from the box for the staff and pupils. Approximately 80% of the food is created from scratch, because the School prides itself on nutritious, home-made food for the boys.
- **Menu design.** The catering managers encourage and expect input and creativity during the regular meetings to discuss menus for the School and events. The Kitchen Assistants and Chefs of all levels of seniority give feedback on whether the menu was easy to prepare and serve. The team are free to use high-end ingredients to experiment with new trends and produce menus that would not be out of place at some of the finest hotels in London.

WORK LIFE BALANCE

- **Shift patterns.** The role is an average of 40 hours per week, but staff are not generally expected to work double shifts that last all day and continue until the kitchen closes. You will work either an early shift or a late shift, but not both. The shift patterns support each other with prep for the next shift and it is generally considered to be a well-run, efficient kitchen.

- **Seasonal workflows.** Although it is busiest during term time, the workload eases during half terms and school holidays. The team takes advantage of these quieter periods that you don't get in a standard hotel/restaurant by getting jobs done that make the department more efficient, making preparations for the busy times, receiving training or taking holidays.
- **Christmas closure.** Whereas most catering establishments are at their busiest during the festive period, the team at Harrow always have time off over Christmas. The boys leave site in early December, and although events take place in December, many staff take time off, and the School is completely closed every year for at least 5 days that incorporates the Christmas and New Year period.

PERSONAL DEVELOPMENT after probation

- **Professional training.** Our kitchen team are well trained in health, safety and best practice. Our chefs have the opportunity to complete the Level 3 Food Safety certificate funded by the School and important for kitchen professionals in the industry. Staff with no catering qualification who display a passion for food and a commitment to their own development are sometimes supported to complete an accredited apprenticeship by partnering with a local catering college.
- **Work experience.** Our well-connected catering managers often release kitchen staff to spend a week during the School holidays working in the kitchens of famous Michelin starred hotels/restaurants in central London. It gives staff a rare insight into other renowned fine dining establishments and they bring back techniques and ideas to enhance the professionalism of the School's kitchen and menus. Our staff can also spend time working with our suppliers to better understand their challenges and the other areas of the supply chain before the food is delivered to us.
- **Specialised courses.** Our chefs attend courses to develop the skills of their own specialism, e.g. patisserie, butchery.



BACKGROUND

Harrow School is one of the world's most famous schools. Founded in 1572 by a local yeoman farmer, John Lyon, under a Royal Charter granted by Queen Elizabeth I, it is located on a 324-acre estate encompassing much of Harrow on the Hill in north-west London. Around 830 boys aged 13 to 18, who come from all over Britain and across the world, live in the School's 12 boarding Houses, and there are about 120 academic staff and over 500 support staff.

All members of staff work to a single, unifying purpose: to prepare boys with diverse backgrounds and abilities for a life of learning, leadership, service and personal fulfilment.

The School has its own Catering Department with over 60 staff led by the Head of Catering, the Catering Manager and the Executive Head Chef, who is supported by various grades of chefs and kitchen porters.

The department produces over 3,000 meals each day during term time and over 25,000 packed meals per year. All kitchens are modern and extremely well equipped. Meals are served in the Shepherd Churchill Hall and in an exclusive Masters' dining room. The School also caters for sports teas, open days, parents' meetings, departmental dinners, meetings and working lunches in various locations throughout the estate. It also runs a tuck shop, known as the Hill Café, which provides hot and cold snacks for the boys.

The Catering Department works closely with Harrow School Enterprises Limited (HSEL), the School's trading arm, and provides catering and hospitality services for Easter revision courses, Oxbridge preparation courses, residential summer schools and events including conferences, dinners, afternoon teas and wedding receptions. HSEL's programmes can account for up to 2,000 meals per day outside term time. The operation of summer schools, alongside a varied events programme, requires the employment of high quality and dedicated staff throughout the year.

KEY RESPONSIBILITIES AND DUTIES

This job description reflects the core activities of the role and is subject to change as the department and the post holder develop. The School expects that the post holder will recognise this and will adopt a flexible approach to work. In addition, the post holder will be expected to undertake such other duties within the scope of the role as may be required by the line manager.

Maintain a clean and tidy back of house, ensuring clean equipment is ready for service time.

- Wash cooking equipment, including pots and pans, operate dishwashing equipment and perform general cleaning tasks around the School kitchens.
- Follow correct cleaning procedures and set cleaning schedules
- Be aware of the need to use the correct chemicals following COSHH and to store chemicals correctly.
- Ensure with meticulous care that all food hygiene, health and safety and COSHH regulations are adhered to.
- Ensure that all waste is disposed of in the correct manner (food and recyclables)
- Ensure the daily cleaning of the de-waterer/ food waste machine and the removal of all food waste.
- Remove all food waste bins and bottle bins.
- Jet wash waste bins periodically.
- Ensure the machines being used are operated correctly, are cleaned at the end of each shift and left in a clean condition for the next day
- Assist in the end-of-term deep clean.
- Be flexible where work and time is concerned.
- Wear the correct, clean uniform, which should be changed daily.
- Appearance and personal hygiene are always at a high standard.
- Wear the PPE (boots) supplied and keep them clean.
- Lift and move heavy equipment after receiving the correct manual handling training
- Report sickness, lateness or absenteeism on time

- In addition to the kitchen duties, the Kitchen Porter will be required to assist with the moving of furniture in preparation for events.
- Work alongside other staff including Catering Assistants, Stores Porters, Supervisors, Chefs and other team members on shift.
- Assist with deliveries, loading, unloading, unpacking and storage of goods
- Ensure delivery forecourt and bin area is cleaned as required.
- Clean all cooking equipment such as ovens, Frimas, Brat Pans, Fryers, stoves and inside the servery counters
- Sort dirty linen and put clean linen away.
- Attend mandatory and department training as required.
- Cover for colleagues in the Catering Department as required.
- Maintain a high standard of personal hygiene at all times.
- Deep clean all catering areas in down time.

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible or with whom s/he comes into contact will be to adhere to and ensure compliance with the School's Safeguarding and Child Protection policies and procedures at all times. If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School s/he must report any concerns to his/her line manager or the School's Safeguarding Lead.

This position is subject to an enhanced check with the Disclosure and Barring Service in the event of a successful application. Copies of the School's Code of Practice and Policy on the Recruitment of Ex-Offenders is available from the HR Team. It is an offence to apply for the role if the applicant is barred from engaging in regulated activity relevant to children.

PERSON SPECIFICATION – Kitchen Porter

Post holders/candidates will be expected to demonstrate the following:

QUALIFICATIONS, EDUCATION AND TRAINING

ESSENTIAL

- A good general education.

KNOWLEDGE AND EXPERIENCE

ESSENTIAL

- Previous experience of working as a Kitchen Porter

DESIRABLE

- Full U.K driving licence.
- Experience of working in a school environment

SKILLS AND ABILITIES

ESSENTIAL

- Capable of heavy lifting.
- Have high standards of personal presentation and hygiene.

- Able to work with minimum supervision as well as part of a team.
- Able to work flexibly and to work unsocial hours.
- Able to work fast under pressure.
- Reliable and punctual at all times.
- Good communication skills and able to work with colleagues across all teams within the department.

DESIRABLE

- Experience in basic food preparation.

PERSONAL ATTRIBUTES

- Hard working and a “can do” attitude
- Enthusiastic and welcoming approach to work
- Desire to improve on current standards and to deliver them consistently
- Flexible and adaptable
- Honest, trustworthy and reliable
- Security conscious at all times

SCHOOL VALUES AND BEHAVIOURS

All staff are expected to conduct themselves in line with the School’s values which are: **Courage, Honour, Humility** and **Fellowship**. While the School’s values set out what matters most to us, the behaviours below are intended as a shared set of expectations to refer to, and standards to aspire to, in our dealings with others. They are the practical application of our values.

COURAGE

- We remain optimistic and purposeful in a disrupted world.
- We take responsibility for our decisions, even the hard ones.
- We always challenge poor behaviour in ourselves and others.
We are open to new ideas, and seek fresh challenges.

HONOUR

- We keep our promises.
- We act with integrity – doing the right thing, even when it is difficult or when no one is watching.
- We respect and value our traditions whilst setting them in the context of today.

HUMILITY

- We work hard to serve others within the School and across our wider communities where possible putting their interests before our own.
- We give and seek honest and appropriate feedback, reflect on our failures and learn from them.
- We support each other through challenges and whatever the outcome, we celebrate those that took part.

FELLOWSHIP

- We respect each other and value our differences, knowing that we are more effective and more resilient working together.
- We are kind and inclusive; we value the contribution that each of us makes.
- We role model the behaviours that we would like to see in others; we ask only of others what we would be prepared to do ourselves.