



JOB DESCRIPTION

POST TITLE: Kitchen Porter
RESPONSIBLE TO: Domestic Manager
DEPARTMENT: Domestic Department

JOB SUMMARY:

Supporting the Kitchen Team in the smooth running of the kitchen to ensure the running of the service we offer to staff and pupils at Talbot House is of a high standard. This will include pre and post cleaning and setting of the dining area and other reasonable requests from the Kitchen Manger.

MAIN DUTIES:

The normal duties of the post holder will usually include the following:

- Clean all dishes, using equipment provided (dishwasher and sink) as they required / as they are produced to ensure they are constantly cleared down and ready for next use, storing all items correctly and safely.
- Pro-actively clean and clear kitchen and dining areas to include work surfaces, service stations, table-wear (crockerly and cutlery) and general debris in order to keep all kitchen and dining areas clean at all times.
- Ensure all table-wear and kitchen items (dishes, kitchen equipment and utensils) are cleaned frequently (using the dishwasher), polished and stored correctly.
- Follow daily, weekly, monthly cleaning schedule of the dining area, following current cleaning procedures to maintain high standards of cleanliness (to include, but not limited to dishwasher and dish washing areas, cleaning of tables, chairs, bins, floors, work surfaces, serving station, salad bar, crockerly and cutlery, fixtures and fittings).
- Keep cleaning records up to date following the systems of the kitchen manager.
- Setting the room in line with service setting requirements.
- You may be required to assist with service of food from time to time.
- Assist with the preparation of healthy school meals if requested.
- Support the team with the preparation of packet lunches or buffets.
- Always follow food hygiene best practice guidelines and internal kitchen procedures.
- Spot clean spillages during sittings.
- Ensure that health and safety regulations and relevant legislation is always adhered to.
- Use equipment safely and in line with operating procedures to ensure items are maintained correctly.
- Report any defective equipment to your Line Manager without delay.

- Maintain a high standard of hygiene in all kitchens, and dining areas, including equipment within any rooms and areas where catering has been provided.
- Share our commitment and values and promote healthy eating.

General duties:

- Ensure implementation of the Charity's Health & Safety, Safeguarding, Equal Opportunities policies and practices always to create a safe working environment for all.
- Perform duties with due regard to Charity policies and procedures and legislative requirements (to include confidentiality and GDPR regulations) at all times.
- Undertake CPD and additional training as required.
- All other reasonable duties as required.

The above list is not exhaustive and other duties may be attached to the post from time to time. Variation may also occur to the duties and responsibilities without changing the general character of the post.

Note: The Charity is committed to safeguarding and promoting the welfare of children and expect all staff to share this commitment. We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all staff to share this commitment (see full policy details on our website). This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore applicants should be aware that the post will only be offered to successful candidates subject to an Enhanced DBS check as well as other employment clearances and continued subscription to the DBS Update Service. Please see link for further information:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/945449/rehabilitation-of-offenders-guidance.pdf

Please note that this role is classed as regulated activity as it involves working directly with children and/or vulnerable adults. All short-listed candidates will be asked to complete a criminal records self-declaration form prior to interview. Please note it is an offence to apply for this role if the applicant is barred from engaging in regulated activity relevant to children and the Charity has the right to respond appropriately.

We can only accept a Charity Application Form for this role. We are not able to accept CVs for any role. If you submit a CV it will not be reviewed. Please view our safer recruitment policy. Applicants should be aware that any relevant issues arising from their declarations and references will be addressed at interview.

PERSON SPECIFICATION

Essential and Desirable criteria for the role and where to evidence		Essential / Desirable	Evidenced
Qualifications , Experience & Training			
1	No specific educational qualifications are required	N/A	N/A
2	COSHH Awareness	D	A/C
3	Level 2 food hygiene	D	A/C
4	Experience of Kitchen Porter role in a similar environment	E	A
Abilities and Skills			
5	Ability to prioritise work and manage time effectively	E	A/I
6	Ability to follow instructions	E	A/I
7	Ability to maintain a high level of safety in and around the kitchen area.	E	A/I/R
8	Self-motivated and able to use own initiative	E	A/I/R
9	Ability to maintain high standards of cleanliness	E	A/I/R
10	Knowledge of Health and Safety	D	A/I
Personal Qualities			
11	Clean and smart appearance	E	I
12	Be flexible to changing demands of the post (duties and availability)	E	A/I
13	Work as an individual	E	A/R
14	Work as part of a team	E	A/R
15	Ability to communicate clearly with a wide range of people	D	A/I
Other			
16	Enhanced clearance from Disclosure and Barring Service	E	C

A = Application Form, C = Certificate, R = Reference, I = Interview