

**Job Description**

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| **Job Title:** Casual Kitchen Porter | **Post holder :** |
| **Reporting to:** The Head Chef, Second Chef or Senior Chef de Partie dependent upon the Senior Chef on duty and then to the Catering Manager (or Deputy in his/her absence). |
| **Main Purpose of Role/Overview :** The Casual Kitchen Porter role is to assist the kitchen brigade in maintaining a clean working kitchen environment. The use of automatic dishwashers & manual cleaning of cooking equipment. Adopting a practical safe method, using the correct protective clothing and adhering to all current health & hygiene legislation.  |
| **Main Responsibilities & Duties:** | **Standards of Performance:**  |
| 1. Ensuring that all legal & College regulations regarding health & hygiene & safety are complied with in all tasks;
2. Ensuring that College standards of cleanliness are adhered to with all fixtures & fittings below six foot, & designated walls.
3. Maintaining the College standards of hygiene & cleanliness of all cutlery, crockery & glassware, kitchen & cooking utensils.
4. Ensuring the cleanliness of the stores & that all purchases are stored in strict rotation.
5. Undergoing training as detailed by the Head Chef & Catering Manager;
6. Assisting in the implementation of the Kitchen cleaning schedule to the agreed standards;
7. Relieving & assisting the catering staff from time to time with duties as requested such as vegetable preparation, furniture moving etc.
8. Assisting in the checking of deliveries to include temperature checks
9. Assisting from time to time at special functions some of which may occasionally fallout side of working hours.
10. Attending to any reasonable request made by the management or Head Chef;
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| **Health and Safety Requirements:**All members of the catering staff should, at all times:* Apply health and safety regulations as appropriate and to maintain a safe working environment at all times;
* Follow food hygiene, health and safety procedures (and risk assessments / method statements) of the College and those specific to the Catering Department;
* Ensure that all tools are cleaned and put away in their correct and safe place;
* Use appropriate Personal Protective Equipment (PPE) for tasks as necessary and as determined by the Head Chef / Catering Manager
* Wear suitable PPE as supplied for each task;
* Report any faulty equipment to the Head Chef / Catering Manager;
* Ensuring that the kitchen adheres to our in house HACCP/Assured Safe Catering Program programme
* Report any potential hazards around the kitchen / servery or buttery to the Head Chef / Catering Manager;
* To be aware of, and to enforce the accident reporting procedure.
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| **Other:*** To attend all team meetings and any training nominated for you;
* Other duties as required.
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| The above is not an exhaustive list of duties. The post-holder may be asked to take on different tasks as required and all employees are expected to work collaboratively to support the overall work of the College. |
| **Significant internal/external relationships:** The post holder will need to work very closely with all members of the Catering Department. The post holder will also be in frequent contact with Senior Members, Students, and Staff.  |

**Person Specification**

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|  | Essential | Desirable |
| Qualifications, experience and background | * Basic Food Hygiene would be preferred
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| Specific knowledge/skills(technical) | * Eye for detail
* Good communication skills, with the ability to relate well with Senior Members, Staff, Students, Contractors and Suppliers;
* Good listening skills as well as verbal and written communication skills using a variety of communication methods. (face-to-face, telephone, letters, reports);
* Good interpersonal skills and to enable effective translation of problems into practical solutions;
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| Personal attributes | * Self-motivated and an ability to work without close supervision and a tolerance of dealing with routine problems;
* Ability to work to deadline, with changing priorities, and remaining calm under pressure;
* Ability and willingness to learn new skills;
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| Team and management skills | * Ability to work as part of a teamand independently
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| Other |  |  |