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**Job Description for**

**Kitchen Porter**

**Location:** Orley Farm School

**Reports To:** Chef Manager

**Salary:** TBC

**Hours:** 40 per week

**Purpose:** Responsible for ensuring the transportation of all goods to and from the delivery area, cleaning all kitchen utensils and all kitchen equipment.

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**Main Tasks**

* Ensure basic cleaning jobs are carried out as quickly as possible
* Collect and wash up pots and pans
* Clean food preparation areas and equipment, in addition to crockery and cutlery
* Unload food and equipment deliveries
* Keep the storeroom organised
* Keep work surfaces, walls and floors clean and sanitised
* Ensure the highest standards of cleanliness of all areas in the kitchen and of all catering equipment.
* Ensure that the correct cleaning materials are used.
* Ensure all the removal of rubbish as required and the bins are cleaned inside and outside with sanitizer.
* Ensure that there is a thorough understanding of the daily and weekly work schedules.
* Ensure attendance to all staff meetings as required.
* Ensure that all policies and procedural requirements of both legislation and school are adhered to in order to promote a professional and forward approach at all times.
* Ensure that the correct uniform is worn neatly and cleanly at all times.
* Ensure that details of any accident are reported to the Chef Manager.
* Carry out any other reasonable requests of management

**Key Requirements (Person Specification)**

* Physical fitness and an ability to remain calm under pressure are essential.
* You will be a quick learner and have the ability to follow instructions.
* You will require an understanding of hygiene and safety regulations.
* You must have the ability to work as part of a team, and on your own initiative.