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**Job Description for**

**Job Title:-** Kitchen Porter

**Location:-** Orley Farm School

**Reports To:-** Chef Manager

**Salary:-** £7.20 per hour

**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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**Operational Skills**

1. Ensure that effective quality of services is provided to the standard of the customer and school.
2. Ensure the highest standards of cleanliness of all areas in the kitchen and equipment.
3. Ensure that the correct cleaning materials are used.

1. Ensure that there is a thorough understanding of the daily and weekly work schedules.
2. Ensure attendance to all staff meetings as required.
3. 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.
4. Ensure that the correct uniform is worn neatly and cleanly at all times.
5. Ensure all the removal of rubbish as required and the bins are cleaned inside and outside with sanitizer.
6. Ensure that details of any accident are reported to the Chef Manager.
7. Carry out any other reasonable requests of management

**Interpersonal Skills**

1. Ensure that team working is effective to meet the site and school requirements by use of team meetings.
2. Ensure that there is a clear understanding as to the long and short term duties through schedules and team meetings.
3. Ensure attendance of all relevant training and development courses.

**General Skills**

1. Ensure that the above skills are used to provide an efficient, quality service to both line manager and school.
2. Ensure that reasonable amounts of overtime are worked when required.
3. Ensure that simple food preparation is done.