The Catering team at this leading independent girls’ school produces over 900 healthy lunches for pupils and staff daily, as well as catering for functions. A Kitchen Porter is required to undertake cleaning of kitchen equipment and dishes, as well as the kitchen, storerooms and food preparation areas.

Applicants do not need prior experience of the work as training will be given. You must, however, have a basic understanding of health and safety and good hygiene practice. You will also have good teamwork and communication skills and be able to work to a high standard. Punctuality, a positive attitude and a willing and flexible approach are essential.

The main role of this job is to perform a variety of fetching, carrying and other manual tasks in the kitchen, servery and plate wash areas. Pot washing equipment within the kitchen is the main duty of this role. Ensuring that the kitchen areas are clean and tidy adhering to Health and Safety and Food Safety procedures

e are currently looking to recruit a Kitchen Porter to work with our established catering team.

The role will include the following responsibilities:

* Maintain high levels of cleanliness within the kitchen, providing a hygienic environment for chefs to prepare food in.
* Thoroughly clean and disinfect refrigerators, ovens, grills and food preparation areas.
* Regularly wash up dishes, by hand or by dish washer, ensuring thorough cleaning.
* Clean dining tables and the dining hall prior to and following any meals.
* Receive and process food deliveries.
* Clean tablecloths, aprons, and towels when necessary.
* Ensure that cleanliness standards meet local and national hygiene standards.
* Assist in basic food preparation as required.
* Ensure that food is transported to its required location in a timely manner.
* Keep the storerooms and cupboards well organized and ordered by date.
* Empty bins and transfer waste to the designated areas.
* Check equipment and tools and report any faulty equipment to the Head Chef.

**Overall Purpose**

The main role of the post holder will be to assist with the cleaning of the main kitchen area to enable it to operate in a safe and hygienic way.This will be achieved by the following duties and responsibilities:

**Duties and Responsibilities**

* carrying out specified cleaning duties according to the cleaning rota in a timely and efficient way
* working in a clean and safe manner and maintaining a neat and hygienic appearance including by wearing the uniform provided
* assisting with the unloading of deliveries of food supplies and storing them appropriately
* working as part of a team, supporting colleagues to ensure the smooth running of the kitchen
* undertake promptly and efficiently other reasonable tasks as and when required

The duties and responsibilities shown above are not intended to be exhaustive and the post holder will be expected to be flexible and to take on new responsibilities as necessary to meet the changing needs of the School.

**Terms and Conditions**

* Hours of Work: 40 hrs a week working between the hours of 7.00am – 10pm on a rota basis, including weekend work
* Holidays: 5 weeks paid holiday per year
* Pension: Automatic enrolment in the School Pension Scheme should you meet the eligibility criteriaOther Benefits:
* Meals provided on site
* Discounted Sports Club Membership
* Contributory Health Scheme (when probation period complete)
* Free parking

**Person Specification**

* No formal qualifications are necessary but numeracy, literacy and communications skills are important. COSHH training is essential but will be given
* The nature of the job requires the person to be responsible, trustworthy and be able to work unsupervised on an individual basis. He or she must be punctual and presentable.

**Person Specification:**

**Essential:**

The Kitchen Porter must:

* Be self-motivated;
* Have a good eye to detail;
* Have good organisational skills;
* Have the ability to communicate in basic written and spoken English;
* Be capable of working alone and as a team member, taking instruction and direction;
* Be enthusiastic, punctual and reliable;
* Be computer literate.