

Job Title: Kitchen Porter

Department: Catering Services

Responsible to: Head Chef & Deputy Manager

Answerable to: Chef on Duty

Job Purpose: To assist with the cleanliness, hygiene, and organisation of the refectory kitchen by handling essential cleaning and dishwashing. To support the kitchen team with basic food preparation tasks including the salad bar. The role requires a strong focus on working to high standards of cleanliness and food safety, ensuring tasks are completed with speed and efficiency to provide an excellent service for students and staff.

Key Responsibilities:

I. Kitchen Hygiene and Organisation

- Wash, sanitise, and properly store all kitchen utensils, crockery, cutlery, pots, and pans, including operating the commercial dishwashing machine.
- Clean all kitchen surfaces, work areas, equipment, walls, and flooring to the highest hygiene standards, following daily and weekly cleaning schedules.
- Assist with general kitchen duties, and take ownership of the wash-up area.
- Clearing and cleaning the kitchen, servery, and dining areas as required to maintain high standards.
- Disposing of rubbish and ensuring all daily duties are completed efficiently.

II. Food Preparation Support and Service

- Assisting with basic food preparation and production under the direction of the chef on duty.
- Specific duties include preparing the self-service Salad Bar, ensuring ingredients are fresh, labelled, and displayed attractively.

III. Stock Control and Unit Operations

- Assist the stores persons when required to ensure goods are promptly and correctly stored.
- Perform stock rotation (FIFO – First In, First Out) for all goods to minimise waste when storing food.

IV. Standards, Health & Safety

- Working with skill, care, and speed to perform all duties.
- Ensuring the highest standards of cleanliness whilst working and ensure COSHH controls are maintained.
- Following all agreed hygiene procedures, including HACCP regulations and report hazards and accidents promptly.
- Being flexible with a "can-do" attitude.

V. Safeguarding & Equality

- Prioritising the safeguarding of all students and participating in relevant training.
- Contributing to the elimination of unlawful discrimination, harassment, and victimisation; advancing equality of opportunity; and fostering good relations between all people.

Person Specification:

- **Essential:**

- Reliable and punctual.
- Committed to maintaining the highest standards of cleanliness and care in food preparation.
- Physically fit to undertake the work.
- Willing to work flexibly.
- An empathy with the 16-19 age range.
- Committed to the safeguarding of children and vulnerable adults.
- Committed to the principles of equality and diversity.

- **Desirable:**

- Previous experience working in a kitchen or similar environment.
- Previous experience with the age group