



Job Description

Job Title: Kitchen Porter
Responsible to: Head of Catering

Main Purpose of role

The Kitchen Porter will keep the kitchen clean, tidy, safe and hygienic.

Key Responsibilities:

- Vegetable preparation
- To clean all kitchen and food preparation areas, including sweeping and mopping floors and other routine cleaning tasks
- To clean all kitchen equipment, including washing pots, pans and dishes and then putting clean items away
- To dispose of all rubbish in line with the catering department's requirements
- To lift and move heavy equipment safely in accordance with health and safety training

Other Responsibilities:

- To work within Great Walstead's policies and procedures
- To care for their own and other people's health and safety
- To be aware of the confidential nature of issues
- To recognise own strengths, areas of expertise and use these to advise and support others.
- The post holder may be required to undertake other duties that are commensurate to the post holder's abilities, position and grade.
- The duties listed above are examples of duties at this level and other duties of a similar level/nature may be undertaken by individuals and are not excluded simply because they are not itemised
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The above is a summary of the main duties and responsibilities of the post. The tasks involved within each responsibility are have not been detailed.

Person Specification

Selection Criteria	Essential	Desirable	Assessment
Qualifications		Certificate of Basic Food Hygiene	Application form/certificates
Knowledge		Awareness of the importance of safeguarding.	Application form/ interview/ references/In tray exercise/testing
Skills	Ability to work unsupervised Good communication skills. Professional manner and approach. Able to cope well under pressure. Ability to work collaboratively in a team. Willingness to undertake training in line with role		Interview/ references/In tray exercise
Personal Qualities	Down to earth. Good sense of humour. Excellent attendance and punctuality. Positive and enthusiastic. Flexible, confident and polite attitude. Commitment to the values and ethos of the School.		Interview/ references