Kitchen Porter Job Description

Responsible to: Head Chef
Department: Catering
Hours of work: 40 per week to be worked as a shift pattern with some evening and weekend work

Specific duties

Cleaning of equipment
- To undertake and deliver thorough cleaning of kitchen pots, pans, and cooking utensils.
- Load the dish washing machine with crockery and cutlery items; operate unload and stack away after each completed cycle.
- Empty and clean utensil dishwasher after every service.

Cleaning and tidying
- To adhere to all cleaning schedule in place as agreed by the Head Chef and adhering to the COSHH system in place.
- Maintain the cleaning schedule.
- Use appropriate chemicals for cleaning
- Empty and dispose of waste food bins and all kitchen rubbish to include cardboard, waste paper, bottles and recycling.
- Ensure the cleanliness and tidiness of food stores, fridges and corridors
- Ensure kitchen floors are kept clean and safe at all times.
- Maintain cleanliness and tidiness of bins.

Replenishment of materials
- Maintain chemical store and reorder when required.
- All kitchen towels/paper rolls are replaced when required.

Additional tasks
To undertake ad-hoc work requests as reasonably requested by the Head Chef or Sous Chef.

The above is not an exhaustive list of duties. The post holder may be asked to take on different tasks as required and all employees are expected to work collaboratively to support the overall work of the College.
Professional standards and expectations

- Hardworking, honest, reliable and discreet.
- Methodical and thorough in all tasks undertaken.
- Ability to achieve and maintain a high standard of cleanliness and hygiene.
- Willingness to adopt a flexible approach to tasks.
- Ability to work as a team member.

Person Specification

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<tr>
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<th>Essential</th>
<th>Desirable</th>
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<tbody>
<tr>
<td>Qualifications</td>
<td>Good spoken English</td>
<td>Basic food hygiene</td>
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<tr>
<td>Experience</td>
<td>Experience in similar role</td>
<td>Food preparation skills</td>
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<td>Special requirements</td>
<td>Weekend and evening work</td>
<td>Manual handling training due to physical requirements of the role (training can be provided if required)</td>
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