

JOB TITLE: Kitchen Porter
REPORTS TO: Catering Manager
DEPARTMENT: Catering
SECTION: Secondary School

PURPOSE OF JOB

To assist the Cook/Catering Manager ensuring all washing up is kept clean and tidy, making sure that equipment is clean and available for use for the preparation and serving of food and snacks and undertaking cleaning of the kitchen and dining areas in accordance with agreed schedules/rotas of work.

To provide a friendly, efficient and hygienic service to all customers.

To be customer focussed at all times and to project a willing and helpful attitude to customers.

SKILLS REQUIRED

- The ability to carry out tasks quickly
- The ability to work on your own and use your own initiative
- The ability to remain calm under pressure
- The ability to follow instructions

PRINCIPAL ACCOUNTABILITIES

- Ensure all dishwasher trays are cleaned thoroughly, and the dishwasher is cleaned emptied and sanitised at the end of the day
- Change the bins as and when needed, making sure all bins are clean and free from spillages
- Check and refill the blue roll paper towel, soap dispensers daily
- Make sure the washing up is done to a high standard and put away clean and tidy
- Any other task requested by the Catering Manager
- Ensure dishwashing area is kept rigorously clean and tidy
- Clean and maintain kitchen utensils
- Prepare and on occasions cook light meals as directed by the Catering Manager, ie preparation of vegetables, snacks, reconstitution of prepared food.
- Wash dish clothes and tea towels and hang out to dry on a daily basis
- Serve food as and when required
- Clean tables before and after break times as required
- Attend supervision, training and staff meetings as required
- Attend all meetings as required.

GENERAL ACCOUNTABILITIES

- The post holder must be prepared to implement the Council's Equalities Policy at all levels appropriate to the job and must at all times carry out his/her duties with due regard to the Council's Equalities Policy.
- To attend food safety, health and safety and environmental training courses as required.
- To be responsible for the implementation of, and compliance with, the provisions of legislation relating to health and safety, of such employees and areas of the workplace as fall under direct control of the post holder and for complying with legislation relating to works and contracts as are within the direct responsibility of the post holder.
- Ensure the effective implementation of school policies with particular regard to safeguarding.

The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required. The post will be reviewed each year and it may be subject to modification or amendment at any time after consultation with the post-holder, Business Manager, Headteacher or his representative.

Dorothy Stringer School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment