



# Job Description and Person Specification

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

<b>Job Title:</b>	Kitchen Porter
<b>Summary of the role:</b>	To provide key kitchen cleaning and front of house support to all areas of the catering/kitchen environment in order to provide a first-class service to our customers whilst adhering to current government legislation and school policy
<b>Safeguarding requirements:</b>	<ul style="list-style-type: none"><li>• Engage in regulated activity relevant to children</li><li>• Promote and safeguard the welfare of children and young persons for who you are responsible and with whom you come into contact.</li></ul>
<b>Main duties and responsibilities:</b>	<ul style="list-style-type: none"><li>• To provide great customer service when serving both staff &amp; students</li><li>• To act in support of a busy catering department, performing a wide variety of general kitchen tasks both alone and in collaboration with other members of the team. Washing up duties are to be performed daily.</li><li>• Ensuring the kitchen, stock rooms, dining area and staff kitchen areas are clean and hygienic whilst complying with current COSHH regulations and safety data sheets.</li><li>• The Replenishment of beverage machines and milk pergals and the ability to routine and deep clean these machines with training</li><li>• Washing of utensils and dishes and making sure, they are stored appropriately on a continuous cycle. This involves the correct use of the school's dishwasher and its deep clean with training provided.</li><li>• Assisting with the correct storage, stock rotation and distribution of commodities and chemicals. The individual must have a level of physical fitness to enable them to carry out regular daily lifting</li><li>• The ability to perform a variety of cleaning tasks to a high standard within the areas under the Catering &amp; Hospitality Managers remit, this involves the use of mechanical floor cleaners with training. Ability to perform tasks of a physical</li></ul>



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<b>Main duties and responsibilities:</b>	<p>nature (often demanding) including twisting, bending and stooping.</p> <ul style="list-style-type: none"><li>• The removal of food waste and rubbish from areas of responsibility.</li><li>• To work up to an additional 5 hours of function/hospitality time throughout the academic year on official functions to assist with the school's hospitality commitments.</li><li>• The requirement to work some weekends when required to do so to meet the operational requirements. This is limited and will predominantly be during non-term time commercial activities.</li><li>• Heavy duty cleaning of the kitchens with commercial catering equipment.</li><li>• To be responsible for the safe use of equipment.</li><li>• To be responsible for the correct compliance of the departments risk assessments.</li><li>• The safe and economical use of chemicals in conjunction with COSHH Regulations and safety data sheets as well as the ability to maintain stock levels, store correctly and restock when required.</li><li>• Contribute to the schools recycling programme by ensuring designated bins are utilised correctly, split rubbish where appropriate and the correct use of the compactor machines, with training.</li><li>• Be responsible for a set of keys and the security of them when required.</li></ul>
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**You may also be required to undertake such other comparable duties as the Head or your line manager requires from time to time. For the avoidance of doubt, the duties and responsibilities contained within this job description may change from time to time according to the requirements of the role and it is not intended to have contractual effect.**



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Person Specification			
The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.			
	Essential	Desirable	Method of assessment
	These are qualities without which the Applicant could not be appointed	These are extra qualities which can be used to choose between applicants who meet all of the essential criteria	
<b>Qualifications</b>	<p><i>The professional, technical or academic qualifications that the Applicant <b>must have</b> to undertake the role or the training that they <b>must have</b> received</i></p> <p>N/A</p>	<p><i>The professional, technical or academic qualifications that the Applicant <b>would ideally have</b> to undertake the role or the training that <b>they should ideally have</b> received</i></p> <ul style="list-style-type: none"> <li>• City &amp; Guilds 706/1 or NVQ equivalent in cleaning services.</li> <li>• Health &amp; safety certificate</li> </ul>	<p>Production of the Applicant's certificates</p> <p>Discussion at interview</p> <p>Independent verification of qualifications</p>
<b>Experience</b>	<p><i>The categories of work or organisations, types of achievements and activities that would be likely <b>to predict</b> success in the role</i></p> <ul style="list-style-type: none"> <li>• Proven ability in cleaning in &amp; around commercial kitchens</li> </ul>	<p><i>The categories of work or organisations, types of achievements and activities that would be likely <b>to contribute to</b> success in the role</i></p> <ul style="list-style-type: none"> <li>• Experience of school catering environments.</li> </ul>	<p>Contents of the application form</p> <p>Interview</p> <p>Professional references</p>



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<b>Skills, abilities and competencies</b>	<p><i>The skills, abilities and competencies required by the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none"> <li>• Time management.</li> <li>• Team player.</li> <li>• The ability to stay calm in an emergency.</li> <li>• A reliable, confident and adaptable person.</li> </ul>	<p><i>The skills, abilities and competencies that would <b>enable</b> the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none"> <li>• Common sense</li> <li>• The ability to prioritise tasks</li> </ul>	<p>Contents of the application form</p> <p>Interview</p> <p>Professional references</p>
<b>Knowledge</b>	<p><i>The knowledge <b>required</b> by the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none"> <li>• Health &amp; Safety awareness</li> <li>• Food safety awareness</li> </ul>	<p><i>The knowledge that would <b>enable</b> the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none"> <li>• COSHH Awareness</li> <li>• Manual handling awareness</li> </ul>	<p>Contents of the application form</p> <p>Interview</p> <p>Professional references</p>



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<b>Attitude and Behaviours</b>	<p><i>The attitude and behaviours that the Applicant <b>requires</b> to perform effectively in the role and to ensure that the Applicant safeguards and promotes the welfare of children and young people</i></p> <ul style="list-style-type: none"><li>• The individual must have a level of physical fitness to enable them to carry out regular daily lifting</li><li>• Ability to perform tasks of a physical nature (often demanding) including twisting and stooping</li><li>• motivation to work with children and young people</li><li>• ability to form and maintain appropriate relationships and personal boundaries with children and young people</li><li>• supportive of the Quaker ethos and principles</li></ul>	<p><i>The attitude and behaviours that would <b>assist</b> the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none"><li>• A can-do attitude</li><li>• Good communicator</li></ul>	<p>Contents of the application form</p> <p>Interview</p> <p>Professional references</p>
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