

Westminster Kingsway College Job Description and Person Specification

Post:	Kitchen Porter
Contract:	Hourly Paid Support
Reporting to:	Operations Manager
Responsible for:	Chief Steward
Salary:	£19.49 per hour (holiday excluded)

Key Purpose

To be an effective kitchen porter, the candidate must have good communication skills and be able to follow instructions. To ensure kitchen hygiene is always adhered to and the operating space is fit for purpose. Be able to work independently to ensure rigorous hygiene requirements are met and maintained.

Main Duties and Responsibilities

- Sanitizing and cleaning all food preparation areas, such as walls, stoves, sinks, ovens and other kitchen equipment
- Sweeping and mopping all kitchen areas and corridors
- Washing dirty crockery, utensils, cooking equipment, chopping boards and any other items used within the kitchens and restaurants
- Reporting any damaged equipment within the kitchens
- Clearing refuse from kitchens and ensuring the external space always remains tidy
- Ensuring all fridges and freezers are working and are clean
- Assisting the chef and restaurant lecturers as required

Expectations of the Post Holder

- To demonstrate model behaviours that, at all times, are consistent with an open, inclusive and participative style.
- To be proactive in identifying and pursuing opportunities that are appropriate to maintaining his/her professional development, and actively participate in the Group's appraisal scheme.
- To carry out his/her duties at all times with due regard to the Group's policies, including Safeguarding, Health & Safety, Equal Opportunities, and Data Protection, and participate in training as and when required.

- To work flexibly and to undertake such other duties that may reasonably allocated by the line manager.
- Ensure equality, diversity and inclusion are actively promoted and advanced as part of this role within the Group

Special Conditions

1. The nature of this post means that the post holder may need to travel from time to time to other College centres and external venues.
2. The post holder will be contracted to work for a defined number of hours per week but it is a requirement of this post that the holder will flex these hours to reasonably meet the needs of the service, which may include working occasional evening and weekends.
3. This post falls within the scope of the regulations requiring a Disclosure & Barring Service (DBS check).

N.B. This job description is designed to outline a range of main duties that may be encountered. It is not designed to be an exhaustive listing of tasks and can be varied in consultation with the post holder in order to reflect changes in the job or the organisation.

EDI

We value diversity and positively welcome applications from all backgrounds. This will help ensure our workforce better reflects the diverse wider community we support. Applicants who declare a disability meeting the minimum criteria for the role will be guaranteed an interview.

Safeguarding

We are committed to safeguarding and promoting the welfare and safety of our students and expect everybody working for the Group to share this commitment. We actively seek DBS enhanced clearance checks for applications of employment as part of our safeguarding procedures.

Person Specification

	Criteria	Essential	Desirable
Qualifications / Professional Development	Experience of ongoing professional updating and development in relevant areas such as COSHH	X	
Knowledge / Experience	<p>The ability to work enthusiastically and professionally.</p> <p>Relevant and high quality industry experience.</p> <p>Proven track record of excellent customer service and working in a professional kitchen environment</p>	X	
Skills / Abilities	<p>Commitment to promoting equality of opportunity.</p> <p>Commitment to supporting high quality training.</p> <p>Evidence of the ability to work effectively as a team member</p> <p>Excellent time management.</p> <p>Use own initiative and work with minimum supervision</p> <p>Evidence of practical skills required to work in the relevant field.</p> <p>Good organisational and administrative skills.</p> <p>Take ownership and accountability for tasks and actions</p> <p>Good presentational skills.</p>	X	