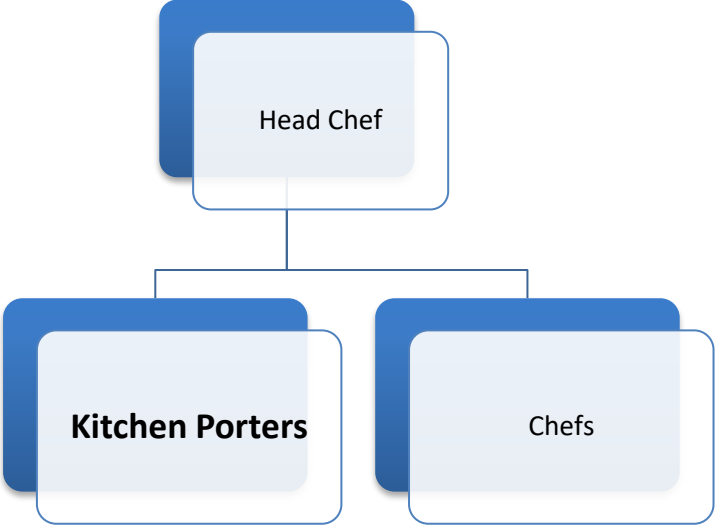


Job Description

<p>Job Title: Kitchen Porter</p>	<p>Post holder :</p>
<p>Reporting To: Head Chef</p>  <pre> graph TD HC[Head Chef] --- KP[Kitchen Porters] HC --- C[Chefs] </pre>	
<p>Main Purpose of Role/Overview :</p> <p>To keep the catering department and areas connected with it in an excellent state of cleanliness. Ensure deliveries are correct at point of receiving and safely stored.</p>	
<p>Main Responsibilities & Duties:</p> <ol style="list-style-type: none"> 1. Kitchen meets the standards of cleanliness as laid out in the kitchen policy (cleaning rota) and accurate records are kept for legal inspections 2. Complete plate and pot wash tasks, ensuring cleanliness of all kitchen and dining hall equipment 3. Prioritise workload when multiple deliveries occur, e.g. frozen foods to be stored first 4. Ensure that all stock (food or otherwise) is stored correctly using sound stock rotation practice and checked against invoices 	<p>Standards of Performance/Results :</p> <ol style="list-style-type: none"> 1. Food safety book is completed where necessary as is the cleaning rota and any anomalies reported 2. In a timely manner so stock levels are maintained 3. Work is managed so there is minimal downtime waiting for equipment to be cleaned and kitchen routes are kept clear 4. Low wastage so stock isn't left to go out of date. Record low stock numbers where appropriate



<p>5. Use protective equipment (PPE) as laid out in COSHH regulations when dealing with dangerous chemicals</p> <p>6. Rotational cleaning of all main items (stove, fryers)</p> <p>7. Ensure bins and recycling are emptied regularly</p> <p>8. Aid the smooth running of the Catering Department</p> <p><i>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.</i></p>	<p>5. No accidents occur when cleaning with chemicals. Attended COSHH training</p> <p>6. Cleaned on a weekly basis</p> <p>7. Bin areas kept tidy and not left to overflow.</p> <p>8. Maintain good team morale through being flexible with work duties</p>		
<p>Scope/size of role (budgets, people, etc):</p>			
<p>Significant internal/external relationships : Catering and Hall Teams and any users of the dining hall, suppliers/delivery drivers.</p>			
<p>Objectives (as per PDR) or key milestones :</p> <table border="1" data-bbox="193 1200 1398 1413"> <tr> <td data-bbox="193 1200 1145 1413"> <p><u>Target/Objective :</u></p> </td> <td data-bbox="1145 1200 1398 1413"> <p><u>Time duration :</u></p> </td> </tr> </table>		<p><u>Target/Objective :</u></p>	<p><u>Time duration :</u></p>
<p><u>Target/Objective :</u></p>	<p><u>Time duration :</u></p>		
<p>Date prepared :</p> <p>By whom :</p>	<p>Agreed by Manager :</p> <p>Agreed by post holder :</p>		