EMMANUEL COLLEGE CAMBRIDGE

JOB TITLE: Kitchen Porter

RESPONSIBLE TO: Head Chef, his deputy or the Senior Chef on duty.

MAIN PURPOSE OF JOB: To ensure that the correct standards of hygiene and cleanliness are maintained throughout the College kitchen and associated areas, in accordance with the Head Chef’s instructions.

1. Cleaning Skills

(a) To ensure that the cleanliness of the following areas are maintained to the required standards:
   - Main kitchen and associated areas
   - Pot wash area
   - Plate wash area
   - Refuse area
   - Buttery area up to cellar stairs
   - Cafeteria floor up to Vending machines
   - Lower Hall and other Dining Rooms as necessary
   - Staff Changing Rooms (sickness/holiday/absence cover only)

(b) To demonstrate the correct use of:
   - Plate Wash Machine
   - Pot Wash Machine
   - Waste Disposal Units
   - Steam cleaner
   - Swabs, cloths, mops
   - Cleaning agents and chemicals

(c) To identify and use the correct agent when cleaning:
   - Tiles, paintwork, stainless steel, chrome and glass.

2. Health Safety & Hygiene

(a) To ensure that the correct uniform is worn at all times, and compliance with any instructions relating to jewellery, make-up, use of mobile ‘phones etc.

(b) To ensure good personal hygiene at all times.

(b) To ensure that all cleaning duties demonstrate the correct use, storage and safe handling of cleaning materials/equipment;

(c) To be aware of the dangers of accidents and fires within the Department and the adopted procedures in case of fire or accident.

(e) To report mechanical defects of any equipment/machinery to the Head Chef.

(f) To complete the cleaning record sheets, and ensure that they are filed in the correct folder.
3. **Inter-Personal Skills**

   (a) To demonstrate courtesy, tact, patience and good humour when in contact with customers and colleagues;
   (b) To demonstrate self discipline, good working standards and teamwork.

4. **Additional Duties**

   (a) To attend training courses as and when specified by Catering Management.
   (b) To assist with special functions as and when required.
   (c) Observe the College Equal Opportunities Policy, Health & Safety Policy and the College Policy on the application of the Data Protection Act, at all times. Copies of these policy documents are given to staff as part of their induction into employment and further copies are available from your Head of Department.
   (d) Any other duties and responsibilities related to the post, as may from time to time be requested.