JOB DESCRIPTION for the post of Kitchen Porter (Full-time)

LINE MANAGER – Head Chef, Deputy or Senior Chef on Duty

BACKGROUND INFORMATION

The College occupies a large site with extensive grounds sited in the centre of Cambridge and provides an environment for learning and living. The College is known for it’s warm, friendly and welcoming approach to every member of the Emmanuel community.

This is a full-time position

PURPOSE OF THE JOB

The College is seeking to appoint full-time Kitchen Porter, working 40 hours per week, including some evening and alternate weekends on a rota basis.

The successful candidate will be motivated within its busy College Kitchen 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.

SKILLS REQUIRED

- Cleaning Skills
- Knowledge of Health and Safety & Hygiene
- Ability to work as part of a team with the minimum of supervision.

PRINCIPAL RESPONSIBILITIES

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)

To demonstrate the correct use of:

- Plate Wash Machine
• Pot Wash Machine
• Waste Disposal Units
• Steam cleaner
• Swabs, cloths, mops
• Cleaning agents and chemicals

To identify and use the correct agent when cleaning:
• Tiles
• Paintwork
• Stainless steel
• Chrome
• Glass

ADDITIONAL DUTIES

• Observe the College Health and Safety Policy, Equal Opportunities Policy, the Computer Acceptable Use Policy, the College Social Media Policy and the College Policy on the application of the General Data Protection Regulations, at all times.
• Any other duties and responsibilities which are compatible with the post of Kitchen Porter which may from time to time be required.

PERSON SPECIFICATION

• Enthusiastic work ethic and willingness to learn.
• Demonstrate excellent time management and organisational skills.
• The ability to maintain self-discipline and work as part of a team
• Possess an ability to work with minimal supervision.
• Calm personality especially under pressure and capability to deal reliably with problems and challenges as they arise.
• Flexibility and willingness to work the hours necessary to complete the task.
• Committed to improving services and standards.