

# Job Description and Person Specification

The purpose of the Job Description and Person Specification is to provide information about the role and the skills a successful candidate must have. Note for recruiting managers: If you are recruiting for an existing post, reuse the Job Description and Person Specification that already exists for the job.

## Job details

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Job title:

Kitchen Porter

Directorate:

The Blossom Federation

Reporting to:

Catering Manager

Grade:

Scale 2

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## Job description

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Purpose of the post:

- To provide support in the preparation, cooking and serving of food and beverages.
  - Preparation of service areas and equipment in the service area for the efficient and effective delivery of meals and catering services.
  - Cleaning of all catering areas and both light and heavy kitchen equipment to the required standards.
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Main duties and responsibilities:

- Assist as directed with all aspects of food and beverage preparation, packaging, presentation and service to the required standard.
  - Serve food according to the style and type of operation as directed.
  - Prepare the dining area, which may include moving and setting up furniture, setting trolleys and dismantling as required.
  - Ensure sufficient supplies throughout the service period.
  - Ensure a high standard of personal hygiene and cleanliness that complies with service standards and statutory requirements.
  - Assist at special functions.
  - Report any customer complaints or compliments to the supervisor.
  - Undertake additional or other duties as may be appropriate to achieve the objectives of the post and as directed and deemed appropriate by the Line Manager.
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General requirements:

### **Cleaning and General Tasks:**

- Clean on a daily basis all catering areas to the required standard.
  - Attend to the cleanliness of storage areas, including fridges and freezers.
  - Wash dishes, cutlery, tumblers, jugs, serving utensils, containers, tables and all other light and heavy catering equipment.
  - Ensure that deliveries are put away in rotation.
  - Inform the supervisor of any defects with equipment or of failure to meet Health and Safety Standards or Food Hygiene Regulations.
  - Take part in the school's performance management system.
  - Attend governing body meetings on a regular basis.
  - Enhanced DBS Check.
  - Strong commitment to furthering equalities in both service delivery and employment practice.
  - You must promote and safeguard the welfare of children, young and vulnerable people that you are responsible for or come into contact with.
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- The post holder must at all times carry out his/her responsibilities with due regard to Hackney Education policy, organisation and arrangements for Health and Safety at Work.
  - It is your responsibility to carry out your duties in line with Hackney Education policy on Equality and Diversity and be sensitive and caring to the needs of others, promoting a positive approach to a harmonious working environment.
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## Person Specification

	Essential	Desirable
<b>Qualifications</b>		
1. Foundation certificate in food Hygiene Level 2	✓	
2. NVQ in food preparation and cooking.		✓
<b>Experience</b>		
3. Experience of catering.	✓	
<b>Knowledge</b>		
4. Knowledge of basic food preparation such as sandwiches, salads, etc.	✓	
5. Knowledge of Natasha's Law	✓	
6. Knowledge of allergy legislation	✓	
<b>Skills</b>		
7. Ability to read and complete simple instructions, such as cleaning rota, work rota, temperature control.	✓	
8. Be able to work within Health & Safety standards and Food Hygiene regulations.	✓	
9. Ability to handle cash and complete simple transaction forms.	✓	
10. Ability to count dinner trays, cutlery and food portions.	✓	
11. Able to use and clean simple machinery and light equipment.	✓	
12. Demonstrate a willingness and enthusiasm for training and progression.	✓	
13. Able to encourage children to select a balanced meal.	✓	
14. Able to communicate with all kitchen, staff and pupils.	✓	
15. Able to work on own and with a team with little day to day supervision.	✓	
16. Display a commitment to Hackney Learning Trust's equalities policies	✓	
17. Display and maintain a high standard of personal hygiene.	✓	
18. Work effectively in a busy and hectic environment.	✓	
19. Good time management skills	✓	

