



RADLEY

JOB DESCRIPTION

Job Title:	Kitchen Porter
Reports To:	Supervisor or Duty Manager/General Manager
Location:	Catering Department, Radley College
Job Purpose:	To provide general cleaning support for the department and maintain the highest standards of cleanliness in all areas.

KEY DUTIES

- To deal with all dirty crockery, cutlery, glassware, kitchen equipment and general tools of trade. Ensuring the items are washed, cleaned, polished and stored in the appropriate manner and the correct area.
- To ensure thorough cleaning of designated areas in the main kitchen, plate wash, pot wash and other general areas in the department including the cleaning of work surfaces, walls, doors, and the sweeping and mopping of floors. The cleaning of fridges, freezers, hot cupboards, cupboards, and trolleys.
- To set-up and clean down various dishwashers within the department.
- To follow all set-up and end of day procedures ensuring the area is maintained to an exceptional standard. Complying with all cleaning schedules and safe systems of work.
- To maintain exceptional housekeeping standards.
- To ensure all rubbish or recyclable materials are removed from the department and disposed of in the appropriate area.
- Effective communication with team leaders and colleagues to ensure all duties undertaken in the area are performed to a high standard.
- Efficient record keeping.
- Report any faults with machinery to the Duty Manager.
- To assist with deliveries and the storing and rotating of stock.
- Maintain appropriate health and hygiene standards at all times in accordance with legislation and statutory requirements. Particular emphasis on CoSHH compliance whilst handling chemicals.
- Ensure a clean laundered uniform is worn at all times whilst on duty.
- To support and be willing to work overtime for functions and hospitality events.
- Given sufficient notice, to prepare and assist at any extra service requested by the College which may sometimes fall outside your normal working hours.
- To attend staff meetings and training sessions as required.

OTHER DUTIES

To carry out such other duties or tasks as requested by the Line Manager or Supervisor within all areas of the Catering Department, including the Coffee Shop, boys' Tuck Shop and other satellite areas where functions or hospitality events may be held.

Radley College is committed to safeguarding and promoting the welfare of its pupils and expects all employees to share this commitment. Employees must, at all times, have regard to the need to safeguard and promote the welfare of children in line with the provisions of the Children Act 2004 (as amended) and Keeping Children Safe in Education (as amended) and be fully aware of, and understand, the duties and responsibilities that apply to their role in relation to these requirements. All employees must attend appropriate training in accordance with College and local Safeguarding Board stipulations.

PERSON SPECIFICATION – KITCHEN PORTER

Essential

- High standards of personal hygiene.
- Polite and approachable.
- Demonstrate effective inter-personal skills in order to liaise with colleagues.
- The ability to work as part of a team and work on their own initiative when required.
- Demonstrates respect for the business, their supervisors and colleagues by being on time when reporting for duty.
- Flexible and willing approach to work.

Desirable

- The ability to work to specified procedures consistently.
- The ability to communicate and understand written instructions/information.
- Previous experience in a catering environment.