



Kitchen Porter Job Description

Role Overview

To maintain the College's standard of cleanliness and hygiene within the kitchen, which includes the wash-up area and kitchen.

Reports to: Head Chef

Direct reports: None

Hours worked/Shift: 40 hours ~ straight shifts over 7 days. Weekend work and overtime work required.

Key Responsibilities

Major Tasks/Duties

- The washing-up of all equipment which has been used.
- Emptying the food lift of dirty equipment

Duties to be Performed Daily

- Clean wash-up area sinks and tables
- Sweep and mop all floor areas
- Ensure that all waste bins are emptied and bags replaced
- Any other cleaning duties as directed by the Duty Chef
- When leaving, ensure that the lights are switched off, that doors are locked as required
- Assist with salad bar and vegetable preparation tasks as required
- Follow the correct procedures for the disposal of food waste, and recycling.

Person Specification

Detailed below are the types of qualifications, knowledge, experience, skills and personal qualities which are required.

The Essential column shows the minimum essential requirements for the post. The Desirable column shows additional attributes which would enable the applicant to perform the role more effectively with little or no training. They are not essential but may be used to distinguish between applicants.

Training Provided

The College will provide on-the-job training and specialist courses such as COSHH, manual handling, food hygiene, and Health & Safety procedures.

Education, Skills & Experience Required for the Role

	Essential	Desirable
Qualifications	• GCSE or equivalent	• Training on COSHH and food hygiene/Health & Safety procedures
Knowledge and experience		• Experience of kitchen portering or work in a similar environment
Skills	• Work within a teams	• Work as part of a catering/hospitality



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Personal qualities	• Adaptability and resilience • Willingness to work flexible hours, including evening and weekend work	
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