Kitchen Porter

Reports to:	Catering Manager/Head Chef
Full Time/ Part Time:	Part Time (during the School Term) 25 hours per week, 36 weeks per year. Working hours 10am – 3pm
Role Summary:	To undertake a variety of fetching, carrying, preparation and other manual tasks in the kitchen. To carry out cleaning of all kitchen/ dining areas and equipment in accordance with the kitchen schedule and as directed by the Head Chef/ Manager. To maintain compliance with Company Hygiene, Health and Safety standards at all times.

The Hall is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

Main duties and responsibilities

Performs a combination of the following tasks:

- Carrying of meat, vegetables and other foodstuffs from delivery vehicles to storerooms
- Takes daily issue of stores to kitchen
- Assist other members of the staff to move heavy loads
- Prepares vegetables for cooking
- Demonstrates good customer service skills
- Emptying of kitchen waste containers
- To complete all duties to the agreed standard before going off duty
- Daily set up/break down of dining room furniture ensuring tables and benches are sited correctly and in a timely manner.

Hygiene, Health and Safety

- Fulfil all cleaning tasks as identified by the cleaning schedule using the appropriate cleaning materials in a safe and responsible manner and which may include:
    - Scrubbing and washing kitchen floors and walls
    - Cleaning hotplates, kitchen equipment and canopies
    - Scrape foodstuffs from dirty pots and pans
    - Operate sterilising equipment
    - Cleaning, washing and drying dishes, cutlery and glassware by hand or machine
- Report any equipment and/or building fabric faults and any hygiene, health and safety hazards to the Head Chef or Catering Manager
- Operate all equipment in accordance with the instructions received, ensuring safe working practices, and reporting any faults/hazards immediately to your manager
- Dispose of all refuse carefully, and in accordance with the unit procedures
- Handle and store all equipment & cleaning materials carefully, avoiding unnecessary breakage and wastage
- Understand and adhere to all Health and Safety issues as directed ensuring they are looked after

- Wear Personal Protective Equipment, as required, when carrying out specific duties
- Comply with all School hygiene and health & safety procedure ensuring compliance with the company Health & Safety and Food Safety manual
- Work in a safe and tidy manner at all times, ensuring consideration for colleagues
- Adhere to the Company Handbook
- Understand my responsibilities in respect of health and safety at work and confirm fully to the rules as explained

Team Effectiveness

- Be an active member of the catering team supporting colleagues in the delivery of the overall contract
- Attend all necessary training courses and team meetings as required by your manager
- Ensure you work to the defined standards of The Hall School, asking for guidance and clarification as necessary

Honesty

- Act in a professional manner at all times having the companies best interests at heart
- Pass on any information to your manager that you believe may be detrimental to The Hall School
- Keep all company matters and financial information confidential
- Keep all company materials and information confidential
- Treat all company and client property with care and respect
- Promote The Hall School and maintain a positive company image

Embrace Diversity

- Understanding and Respecting others: Recognise difference
- Recognises and appreciates difference (e.g. cultural, gender)
- Treats everyone with dignity and respect
- Demonstrates self-awareness
- Acts consistently with the values and beliefs of an independent school

Pastoral and Professional Standards

- Be conversant with, and apply, the School's safeguarding policy
- Support the aims and ethos of the School
- Treat all members of the School community with respect and consideration
- Be aware of the school policy on anti-bullying and where incidents are suspected, investigate quickly and report any incident to the Deputy Head Pastoral

General

- As a term of your employment, from time to time, you may be required to perform duties of a similar or related nature to those outlined in this job description

In the context of his/her employment the member of staff will frequently be in the presence of children and will therefore have to have appropriate levels of training in child protection. All members of staff must comply with the School's Safeguarding & Welfare Policy which is posted on the staff intranet. If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety and welfare of our pupils, these concerns must be reported immediately in accordance with the policy. A copy of this policy will accompany all offers of employment.

Person Specification

The Hall School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

	Essential	Desirable	Method of Assessment
Qualifications			
Good standard of education	✓		Application
Food Hygiene Certificate		✓	Application
Experience and Knowledge			
Experience of working within a customer care environment		✓	Application/interview
Experience of working in a multi task environment	✓		Application/interview
Previous experience of working in a professional kitchen		✓	Application
Skills and Abilities			
Good communication skills both verbal and written	✓		Application/interview
Ability to follow procedures	✓		Interview
Personal Attributes			
A caring, helpful and considerate approach towards pupils, visitors and staff	✓		Interview
Must demonstrate a pleasant disposition at all times	✓		Interview
Must be trustworthy, a good time keeper and demonstrate flexibility	✓		Interview
Motivated and capable of using initiative	✓		Interview
Act calmly and quickly in an emergency	✓		Interview
Ability to work alone and as part of a team	✓		Application/Interview
Ability to prioritise, work under pressure and meet deadlines	✓		Interview
General good health and physical fitness – must be able to lift, bend and stretch frequently.	✓		Interview

TERMS & CONDITIONS

The terms and conditions below do not form part of a contract and are for information only. Should you be offered and accept employment with The Hall you will receive a contract setting out in full your terms and conditions. All offers of employment are subject to the receipt of references satisfactory to us, proof of eligibility to work in the UK, DBS and out relevant checks.

Salary

Competitive salary. The salary is paid in 12 equal monthly instalments, however the post holder is required to work only 36 weeks each year, in line with the School term dates.

Hours of Work

Normal working hours for this role are Monday to Friday 8.00am to 2:00pm with a 30 minute unpaid lunch break. There is a need to be flexible about hours in order to carry out these duties and responsibilities effectively and no additional payment is made in this respect.

Probationary Period

This appointment will be subject to the completion of a probationary period of six months.

Lunch Period

The lunch break is unpaid and forms part of your working hours. A complimentary lunch is available when the Dining Hall is in operation.

Holidays

25 days' paid holiday entitlement plus public holidays. Holiday entitlement is calculated on a pro rata basis for part-time and term-time employees. Holidays may not be taken during School holidays.

Pension

The School operates a salary exchange equivalent to a minimum contribution by you of 6% of your basic salary. The School contributes 10% plus the National Insurance Contributions that would have been paid in a non-salary exchange scheme.

Medical Insurance

Staff may join the private medical scheme after two full years of employment. Part-time staff will receive the benefit on a pro rata basis and therefore pay a proportion of the fees.

Confidentiality

The need for absolute confidentiality and discretion, both within the School and the wider community, must be understood.

Dress Code

Catering Staff are provided with uniforms.

Smoking

Smoking, including vaping, is not allowed on or immediately outside any school premises (the footprint of the buildings and grounds) or in areas where smoking might be seen by parents or pupils during working hours.

Health & Safety

The School takes its obligations under the Health & Safety at Work Act seriously and the postholder will be required to comply with all aspects of the School's Health & Safety policy, particularly in relation to safe working practices. All staff must keep up to date with the School's health and safety policies which are regularly updated and posted on the staff intranet.

Equality and Diversity

The School is committed to being an equal opportunities employer. To enable us to make any reasonable adjustments please let us know at application stage if you have any special requirements.