# Job Description

## 1. Job Details

**Job title:**  Kitchen Porter  
**School/Support Department:** Accommodation Services  
**Unit (if applicable):**  
**Line manager:** Head Chef /2nd Chef  
Line Manager employed in same unit.

## 2. Job Purpose

To work as a member of a team involved in cleaning all kitchen areas including pot wash & premises (floors, walls and ceilings) If required assist in any additional dish wash or cleaning duties.

## 3. Main Responsibilities

<table>
<thead>
<tr>
<th>Responsibility</th>
<th>% of time</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Through operating the dish wash, clear dirty crockery and store clean crockery ready to be used again for food service.</td>
<td>5</td>
</tr>
<tr>
<td>2. Wash all pots, cooking and serving equipment as per the requirements of the Food Hygiene Management System.</td>
<td>45</td>
</tr>
<tr>
<td>3. Undertake cleaning duties which may include general cleaning of front of house areas and all dining areas &amp; equipment (eg. Juice &amp; coffee machines, serving counters &amp; fridges) as part of the legal requirement to provide a clean and hygienically safe catering environment.</td>
<td>5</td>
</tr>
<tr>
<td>4. Clean all kitchen areas to include kitchen services, fridge &amp; freezer units, store areas &amp; wash hand basins, and clear all kitchen rubbish both during and at the end of shift.</td>
<td>35</td>
</tr>
<tr>
<td>5. As per Health &amp; Safety responsibility ensure safe use of cleaning chemicals and wear PPE where required in accordance with training.</td>
<td>5</td>
</tr>
<tr>
<td>6. Will undertake the above duties working on a rotational basis and any additional duties as requested by management.</td>
<td>5</td>
</tr>
</tbody>
</table>

## 4. Planning and Organising

To work under the direction of the manager/supervisor and complete tasks to a laid down standard.  
Majority of work is planned and organised by line management.

## 5. Problem Solving

Little problem solving required. If they have any concerns they should be referred to line manager or Supervisor.
### 6. Decision Making

Deal with requests from kitchen & front of house staff using own ability to prioritise where required.

### 7. Key Contacts/Relationships

Must be able to work harmoniously as part of a team and be helpful and polite when dealing with customers. Key daily contacts internal to unit and will regularly deal with at least 3 of the following: managers, assistant Managers, supervisors, chefs, catering assistants, kitchen porters, store person.

### 8. Knowledge, Skills and Experience Needed for the Job

No experience necessary, although on the job training will be given and the job holder must be able to learn by experience. Training is given in the operation of cleaning equipment and a basic food hygiene qualification is to be achieved within 6 months.

### 9. Dimensions

Uses approximately £350.00 of cleaning consumables per annum.

### 10. Job Context and any other relevant information

The catering environment can be a physically demanding environment requiring substantial physical effort at times with heavy lifting and sometimes long periods of repetitive tasks. A certain degree of bending, stretching, twisting and constant movement is required and ability to work at a quick pace over meal service times.

A high level of flexibility as required to cover changes in services, dependent on business levels and requirements. Demands to provide services outwith the catering unit and to provide function coverage, requires co-operation and must be prepared to extend working hours at short notice within limits. Kitchen Porters must be prepared to work in any area unless specialist training has not been given.