



HORSFORTH SCHOOL

JOB DESCRIPTION

Job Title: Kitchen Porter

Responsible to: Executive Chef

Pay Band: £17,384- £18,364

Hours: Monday – Friday
7am until 3pm
Term time only plus 5 days

Main role:

Working closely with the kitchen staff you will help to deliver our new and exciting food offering, using fresh, seasonal ingredients wherever possible. We pride ourselves on delivering fantastic freshly prepared meals, deli sandwiches, salads, desserts and other products. What's more, you'll also help maintain the kitchen and serve high quality food to the students of Horsforth School.

Main duties will consist of:

- Assist in preparation of all food items
- To assist in the serving of meals to students and colleagues
- Assist with deliveries
- Control food wastage
- Clean kitchen and machinery to the highest of standards
- Ensure high standards in food presentation and cleanliness
- To ensure that the highest standards of professionalism are exhibited at all times
- Putting out dining tables and chairs to assist if needed
- To action cleaning jobs from cleaning rota or as Executive Chef asks
- Promoting the catering service to parents and pupils by taking part in activities designed to increase meal uptake
- Efficient use of services including gas, electricity and water
- Carry out all work in accordance with the policies and procedures included in:
 - The Food Safety Management System
 - The Kitchen Manual
 - The COSHH Manual
 - The Risk Assessment Manual
- Attend training courses as required including:
 - Food Hygiene
 - Health and Safety

- Comply with the School's policies and supporting documentation in relation to Data Protection, Information Security and Confidentiality.
- Be aware of and implement health and safety responsibilities as an employee.
- Work with colleagues and others to maintain health, safety and welfare within the working environment
- Be aware of, and comply with, policies and procedures relating to child protection, health, safety, confidentiality and data protection, reporting all concerns to the appropriate person.
- To be aware of and support difference and ensure equal opportunities for all.
- To contribute to the overall ethos/work/aims of the school.
- To appreciate and support the role of other professionals.
- To attend and participate in relevant meetings as required.
- To participate in training and other learning activities and performance development as required.

Any Special Conditions of Service:

There is a requirement to submit to an enhanced Disclosure and Barring Service background check. Term time working. There may be a need to occasionally work outside of school hours and off school premises, as required by the school. No smoking policy.

This job description is not necessarily a comprehensive definition of the post, you may be asked to additional duties not listed above but that are appropriate to the role. It will be reviewed from time to time and may be subject to modification or amendment at any time after consultation with the holder of the post.

Person Specification : E Essential, D Desirable

2	Experience/Aptitudes	
2.2	Some experience of working within a large catering operation (e.g. at a school, factory or large restaurant)	E
2.3	Face to Face experience of dealing with people	E
2.4	Willingness to work flexible hours including occasional evenings and some weekends	E
2.5	Keeness to continue and improve upon professional development.	D

3	Qualifications/Training	
3.1	Level I Food Hygiene Certificate	D
3.2	Willingness to train for Level I Food Hygiene Certificate	D
3.3	Willing and able to undertake further training.	D

4	Knowledge/Skills	
4.1	Able to follow instructions, i.e. guidelines, Codes of Practice	E
4.2	Able to use general catering equipment, safely and correctly	E
4.3	Able to adhere to the required personal hygiene standards	E
4.4	Capable of substantial physical activity, i.e. lifting saucepans, standing for long periods of time, moving furniture and general lifting and carrying	E
4.5	Able to apply Health and Safety Hygiene Procedures.	E

5	Characteristics	
5.1	Polite, courteous and friendly towards customers and colleagues	E
5.2	Good organisational skills and high levels of self-motivation.	E
5.3	Capable and willing to work on own initiative.	E
5.4	Energy and self confidence	E
5.5	Ability to work under pressure and to meet deadlines	E
5.6	Good sense of humour & ability to maintain a sense of perspective in all working conditions	E
5.7	Record of good attendance and punctuality.	E

6	Safeguarding and Promoting the Welfare of Students	
6.1	Has appropriate motivation to work with students.	E
6.2	Ability to maintain appropriate relationships and personal boundaries with students.	E
6.3	Has emotional resilience in working with challenging behaviours; and appropriate attitudes to the use of authority and maintaining discipline.	E