



Job Description

Job Title:	Kitchen Porter
Reports to:	Head Chef
Hours of work:	Standard shift system of a total of 75 hours per fortnight.

Purpose of the job: Daily operation of the dishwashing machine and general cleaning duties of the pot wash area and kitchen, to support the Head Chef and Catering Manager in helping to achieve the highest standard of cleanliness and hygiene in the College kitchens.

Accountabilities:

1. Prepare and load the dishwashing machine with plates, glasses, service items and cutlery. Operate, unload and stack items in a safe manner after each completed cycle. Use appropriate cleaners and maintain the washing machine in a serviceable state.
2. Ensure that any broken items are reported and disposed of in a careful and safe manner.
3. Empty and dispose of waste food bins and kitchen rubbish at the end of each shift and ensure that a high level of hygiene is maintained in the kitchen at all times.
4. Liaise with dining hall staff to ensure the safe and continuous smooth running of the catering service.
5. Adhere to COSHH regulations when using chemicals as issued.
6. Ensure that the locker room and staff room is maintained in a clean and tidy manner at all times.
7. Ensure that a clean laundered uniform is worn at all times.
8. Undertake other related duties that may be requested by management due to the nature and character of the post.
9. Ensure personal hygiene is maintained in line with grooming standards issued by the Catering Manager.