**JOB DESCRIPTION**

**Post:** Kitchen Porter

**Reporting to:** Catering Manager

**Location:** ArkCharter Academy, Portsmouth

**Contract:** 15 hours (Term Time Only)

**The Role**

We are seeking a reliable and hardworking Kitchen Porter/Assistant to support the smooth running of our school kitchen. You will play a vital role in maintaining cleanliness, assisting with food preparation, and ensuring a safe and hygienic environment for staff and students.

**KEY RESPONSIBILITIES**

* Assist with basic food preparation under the supervision of the kitchen manager or cook.
* Wash and clean kitchen equipment, utensils, and dishes.
* Maintain cleanliness of kitchen surfaces, floors, and storage areas.
* Receive and store deliveries appropriately.
* Dispose of waste and recycling in accordance with school policies.
* Support the serving of meals during lunch periods.
* Follow all health and safety and food hygiene regulations.
* Perform other duties as required to support the catering team.

**Other Responsibilities**

* Support Ark’s commitment to safeguarding and promoting the welfare of children and young people.
* Adhere to Ark’s data protection policies and procedures.
* Liaise confidently and professionally with colleagues and external stakeholders.
* Engage with Ark’s wider network, attending relevant meetings and training sessions.
* Contribute to the whole-school initiatives, training and enrichment activities as required.

This job description is not necessarily a comprehensive definition. It will be reviewed periodically and when appropriate to reflect or anticipate changes in the job commensurate with the grade and job title. It may be subject to change or modification at any time after consultation taking into account the circumstances of the academies and their implications.

**Person Specification**

**Essential:**

* Ability to work effectively as part of a team
* Good communication and interpersonal skills
* Willingness to undertake training in food hygiene and health & safety
* Reliable, punctual, and flexible

**Desirable:**

* Previous experience in a kitchen or catering environment
* Basic knowledge of food hygiene and kitchen safety

**Other**

* Commitment to equality of opportunity and the safeguarding and welfare of all students
* Right to work in the UK
* Willingness to undertake training
* This post is subject to an enhanced DBS check

**Benefits**

* Opportunity to work in a supportive and friendly school environment
* Access to Ark’s professional development and training programmes
* Local Government Pension Scheme

*Ark is committed to safeguarding and promoting the welfare of children and young people in our academies. In order to meet this responsibility, we follow a rigorous selection process which will include questions about safeguarding. This process is outlined* [here](http://arkonline.org/sites/default/files/Ark_safe_recruitment.pdf)*, but can be provided in more detail if requested. All successful candidates will be subject to an enhanced Disclosure and Barring Service check. This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent English is an essential requirement for the role.*

*Ark requires all employees to undertake an enhanced DBS check. You are required, before appointment, to disclose any unspent conviction, cautions, reprimands or warnings under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar you from employment - this will depend upon the nature of the offence(s) and when they occurred. To read more about Ark’s safer recruitment process, please click this* [*link*](https://arkschools.sharepoint.com/:b:/g/ArkNetCentral/hr/EcXQDSjo9UpCpgk8lDWMN0sBVG6GBUTVWVXp9c5KkW-tog?e=bfdlES)*.*

*We aim to build a diverse and inclusive organisation where everyone – staff and students – can do their best work and achieve their full potential. We want to reflect and represent diverse perspectives across our organisation because we know that doing so will make us stronger and more effective. To know more about Ark’s diversity and inclusion commitments, please click on this* [*link*](https://arkonline.org/our-approach/diversity-and-inclusion)*.*