

Job Description: Kitchen Porter

Reporting to: Catering/Chef Manager

Start Date: ASAP

Hours: 20 hours per week (10.30-3.00 pm) (Term Time Only plus 1 week)

Salary: Grade 1 (£12,816- £12,904)

SUMMARY

To assist the Catering/Chef Manager with all aspects of food preparation, food service, kitchen hygiene and other duties associated with the running of the academy's kitchen.

Responsibilities

As a Kitchen Porter you will be responsible to:

- To keep the kitchen, cooking preparation area, equipment and dining hall clean and tidy.
- To carry out washing up and cleaning tasks, including cleaning equipment and machinery, in accordance with requirements and procedures.
- To take part in deep cleans of the kitchen, food storage, serving and dining areas of the academy as directed by the Chef Manager.
- To set up the serving and dining areas as directed by the Chef Manager
- To work as part of a team to ensure that all service requirements are met.
- To record food temperatures and labelling of stock items in accordance with procedures
- To carry out the responsibilities of the post in accordance with all Health and Safety and relevant legislation, reporting any incidents or accidents, including near-misses, to the Chef Manager
- To receive stock and check quality and quantity against the delivery note/invoice. To put deliveries of stock away in the designated storage location, ensuring that all stock is dated and rotated in accordance with directions from the Chef Manager
- To deliver refreshments for special functions, and collect and clean dirty cutlery, crockery and other serving items after functions, as and when required. This may include some evening work.

Qualification Criteria

- Right to work in the UK
- GCSE level Math's and English or equivalent level qualification
- Relevant Health & Safety and Food Safety qualifications
- A good standard of basic literacy and numeracy qualification (Essential)

Experience

- Experience of catering essential
- Experience of working with children preferred
- Solid experience of using COSHH database (Essential)
- Microsoft Office Skills with Excel, Word and PowerPoint (Essential)

Personal Characteristics

- Hard working, conscientious and organized
- Excellent team player, helpful, friendly and willing to undertake extra tasks (as and when necessary)
- Good role model for both pupils and staff, with high expectations for self and others
- Genuine interest in and willingness to help children to learn how to eat healthily

Other

- You may from time to time be required to work before/after school and weekends due to events planned for the day/week, therefore flexibility is essential. You will also be required to attend/work and participate fully in Academy Inset days.
- Commitment to equality of opportunity and the safeguarding and welfare of all pupils
- Undertake Fire Marshal and First Aid training.
- This post is subject to an enhanced Disclosure and Barring Service check.
- To undertake various responsibilities as directed by the Chef Manager and Vice Principal – Business and Community.
- This job description is subject to change with the agreement of the post holder.

Ark is committed to safeguarding and promoting the welfare of children and young people in its academies. In order to meet this responsibility, its academies follow a rigorous selection process to discourage and screen out unsuitable applicants.

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](#).