**Job title:**  
Kitchen Porter

**Salary:**  
£19,215.74 per annum

**Grade:**  
YCL A2

**Hours of work:**  
37 per week (Full Time)

**Contract type:**  
Permanent

**Reporting to:**  
Head Chef / Catering Manager

---

Catering and Hospitality is a large department with staff working in various sites across two campuses. Our outlets vary in size and function from cafes to large scale restaurants and dining halls, which specialise in high volumes of both student and conference business.

We aim to deliver quality in everything we do from service standards to food quality within a very diverse operating environment. We contribute towards the student experience with fresh ideas and creative food innovations, striving to exceed customer expectations within the very competitive higher education market.

---

**Main purpose of this role**

To work as part of a team by supporting the Head Chef and kitchen brigade by carrying out a variety of kitchen duties within one of our catering outlets.

---

**Key responsibilities and duties**

- Responsible for washing of all kitchen pans and cooking vessels – high percentage of working day
- To aid the Chef and Cooks in maintaining hygiene standards in the kitchen by cleaning down specific areas including kitchen hot cupboards, floors, external bin storage areas.
- The post holder would be expected to gain general understanding of kitchen routines and work with other members of the catering section.
- Maintain stocks of cleaning products
- Unpack and store deliveries of fresh, frozen and dry goods, cleaning material and laundry
- Transport goods to other catering units as required.

**Working conditions:**

- Due to the nature of the work, the post holder will be on his/her feet for the duration of the shift, working in a hot environment.
Job title: Kitchen Porter

Key responsibilities and duties continued

- Some heavy lifting of supplies and equipment is involved in this post.
- Personal protective equipment, ie, safety shoes; waterproof apron, rubber gloves will be worn.

Other requirements of the post holder:

- In response to business needs, to be reasonably flexible with working hours particularly during conference times.

Additional information:

- Post holder is required to attend training courses as required

The above list of duties is not exhaustive and is subject to change. The post holder may be required to undertake other duties within the scope and grading of the post in response to business needs.
## Job title: Kitchen Porter

<table>
<thead>
<tr>
<th>Person specification</th>
<th>Essential</th>
<th>Desirable</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Qualifications</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>● Basic understanding of safe systems of work</td>
<td>● Basic Health and Safety (including COSHH) ● Foundation Food Hygiene ● Manual Handling Techniques</td>
</tr>
<tr>
<td><strong>Knowledge</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>● Basic understanding of safe systems of work</td>
<td>● Experience within a similar role</td>
<td></td>
</tr>
<tr>
<td><strong>Skills/abilities/competencies</strong></td>
<td>● Good communication skills in order to discuss daily operational needs ● Compile lists for replacement of cleaning materials ● Record date and temperature of fresh food deliveries before adding to store</td>
<td>● Work with other team members to contribute to a busy kitchen ● Be able to demonstrate the ability to maintain cleaning standards</td>
</tr>
</tbody>
</table>
**Job title:** Kitchen Porter

<table>
<thead>
<tr>
<th>Person specification</th>
<th>Essential</th>
<th>Desirable</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Experience</strong></td>
<td>● Experience gained within a busy kitchen environment</td>
<td></td>
</tr>
</tbody>
</table>
| **Personal Attributes** | ● Supportive member of the team  
● Ability to work as part of a team |          |