



# Corpus Christi College Cambridge

## Job Description

<b><u>Job Title:</u></b>	Kitchen Porter
<b><u>Department:</u></b>	Catering Department – Kitchens
<b><u>Responsible to:</u></b>	Catering Manager
<b><u>Reports to:</u></b>	Head Chef
<b><u>Purpose of Job:</u></b>	To ensure the overall cleanliness of the kitchen and surrounding areas, and to ensure the highest standards of hygiene and safety are maintained.

### **Duties and responsibilities:**

#### **Co-ordination of service and Food served**

- Ensuring machine and hand-washed crockery and cutlery is cleaned to a high standard of cleanliness.
- Ensuring the general pot wash and cleaning duties are carried out in the kitchen and catering areas satisfactorily.
- Removing all rubbish and empty boxes as required under the College's Health and Safety policy.
- Other duties that may be required from time to time.

### **Hygiene, Health & Safety**

- Ensure all hygiene, health and safety standards are adhered to and the College's Health & Safety policy are complied with.
- Ensure all aspects of Allergen and Food safety procedures are maintained at all times.
- Delivery of all cleaning rotas are completed on each area.
- Demonstrate a consistently high standard of personal cleanliness and appearance
- Ensure that all faults are reported as necessary to the Executive Chef, or Catering Manager.

### **Security**

- Maintain all aspects of on site security and all relevant instructions are followed.

### **Other Responsibilities**

- Behave in a professional & polite manner at all times
- Display a problem solving and positive attitude towards supporting the Catering Department and College objectives and values.
- Attend all College training, any staff meetings and any other reasonable duties as requested by the Catering Manager or Executive Chef.

### Health and Safety

- All staff must adopt a responsible and proactive attitude towards health and safety and to comply with any procedures as required by the College in order to ensure the health and safety of themselves, their colleagues and any other persons that may be affected by their actions. They must be prepared to undertake any training provided in relation to health and safety or which is identified as necessary in relation to their work.

### College Staff Values

- To uphold the College Staff Values : **Excellence, Collaboration, Respect and Creativity.**

*The above is not an exhaustive list and the post holder may be expected to undertake other related duties as required by the Executive Head Chef. The list of duties may be subject to revision at the end of the probationary period.* Person Specification

	Essential	Desirable
<b>Education/Qualifications</b>		Basic Food Hygiene certificate
<b>Knowledge/Experience</b>		Understanding of COSHH Previously worked in high volume catering establishment
<b>IT Skills</b>		
<b>Skills</b>	Experienced working in a small team	
<b>Personal Qualities</b>	Flexible working attitude Prepared to work additional hours when required.	
<b>Physical/Special Requirements</b>	Due to the age and layout of the college, there are a number of steep staircases and areas of restricted access. Some heavy lifting of materials and equipment.	

Issued by Department Head

.....Name

.....Signature

.....Date

Accepted and Understood by Postholder

.....Name

.....Signature

.....Date

*This job description will be reviewed periodically when additions and amendments may be made.*