



Selwyn College Cambridge

## JOB DESCRIPTION

**Job title:** Kitchen Porter

**Reports to:** Executive Head Chef

**Responsible to:** Conference & Catering Manager

**Role:** Daily operation of the utensil pot washer and/or plate washing machine and general cleaning duties in the kitchen and plate wash areas, to support the Catering Department in providing the highest possible quality of service and hygiene standards.

### Main Duties/Responsibilities:

- Operation of the utensil pot washer or plate washing machine.
- Daily cleaning within the kitchen or plate wash areas.
- Maintain established standards and hygiene practices.
- Follow College COSHH instructions, ensuring that PPE is worn as instructed.
- Follow the correct manual handling technique and make use of all equipment provided.
- Undertake and assist in any other tasks as instructed by the Executive Head Chef within the overall function of the job.
- The position is flexible and although you will be designated a specific area of work, you may be required to work in other areas to provide emergency cover.
- The post-holder will be required to attend all identified training courses to enable him/her to perform competently the duties of the post, including health and safety training.

This job description may be subject to change due to organisational needs and following consultation between the Conference & Catering Manager and the post holder.

## PERSON SPECIFICATION

- Ability to achieve and maintain required levels and standards of service and hygiene
- Accuracy and attention to detail
- Ability to work under instruction and in harmony with colleagues
- Ability to work under pressure to meet deadlines
- A smart appearance
- Honest, reliable and hard working
- Flexible attitude and approach to work
- Previous experience of working in a team
- Knowledge of COSHH in a similar working environment.