



Selwyn College Cambridge

Kitchen Porter

Job Description

Job title:	Kitchen Porter
Department:	Catering
Reports to:	Head Chef/College Butler
Working pattern:	Full-time, 37.5 hours per week
Contract:	Permanent, subject to probationary period

Purpose of the role

Reporting to the Head Chef and College Butler, our Kitchen Porters play a key role in supporting the Catering Manager in helping to achieve the highest standard of cleanliness and hygiene in the College Kitchen and Plate Wash areas.

Key duties and responsibilities

Daily operation of the utensil pot washer and/or plate washing machine and general cleaning duties in the kitchen and plate wash areas.

- Operation of the utensil pot washer or plate washing machine, following correct loading/unloading procedures and stacking items in a safe manner.
- Ensure that any broken items are reported and disposed of in a careful and safe manner.
- Use appropriate cleaners to maintain the machines in a serviceable state.
- Daily cleaning within the kitchen or plate wash areas.
- Maintain established standards and hygiene practices.
- Adhere to COSHH regulations when using chemicals provided.
- Follow the correct manual handling technique and make use of all equipment provided.

- Ensure that a clean laundered uniform is worn and that personal hygiene is maintained at all times.
- Undertake all identified training courses as deemed necessary by the College and Head Chef/College Butler.
- Undertake and assist in any other tasks as instructed by the Head Chef/College Butler 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.

This job description may be subject to change according to the needs of the College and following consultation between the Head Chef/College Butler 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 in a hospitality setting (desirable)
- Knowledge of COSHH/health & safety practices in a similar working environment (desirable)

Where you fit in the structure

