



JOB DESCRIPTION

COMPANY:	Palmer & Howells
LOCATION:	Monkton Combe School
JOB TITLE:	Kitchen Porter
LIASES WITH:	Fellow employees
REPORTS TO:	Supervisor, Team Leader, Senior Chef

1. JOB PURPOSE STATEMENT

To assist in the provision of a professional food service to the pupils and staff at the School, with specific responsibility for the standard of cleanliness and hygienic operation of the kitchen, plate & pot washing room, dining hall and associated storage areas, including the cleanliness of light and heavy equipment and utensils.

2. JOB ACCOUNTABILITY

Staff Relations

- To work in harmony with fellow employees.
- To assist where instructed with the induction of new fellow employees.
- To comply with the instructions of your immediate supervisor.
- To report any incidents, accidents or potential accidents to your immediate supervisor.

Training

- To undertake all training that may be required for the purpose of your employment.
- To comply with all Client & Company training policies and procedures.
- To undertake any child protection training required by the school

Kitchen Hygiene

- To maintain the Company and Client standards of hygiene and cleanliness throughout.
- To accept deliveries as directed and ensure that the correct storage methods and temperature controls are adhered to.
- To comply with the cleaning schedules and rotas ensuring the highest possible standards of hygiene and cleanliness are maintained

Food Service & Clearing – Areas as appropriate to your job

- To assist at service times, as directed, in a friendly and helpful manner.
- To ensure the efficient clearing of all dirty utensils, etc. and maintaining the clearing area to the highest possible standard of cleanliness.
- To load and unload dishwashing machine ensuring all items are clean and dry and put away in their proper places.
- To ensure that floors are left clean after each meal service, including the Dining Hall floor.

Health, Safety & Hygiene

- To ensure the Client and Company standards of operation for all areas are met in full.
- To assist in the implementation of company policies and procedures.
- To comply with the cleaning schedules and rotas ensuring the highest possible standards of hygiene and cleanliness are maintained.
- To comply with the standard of dress and ensure that correct uniform is worn at all times while on duty.
- To comply with the Company Health & Safety standards as laid down in its manuals.

Company Policies

- To ensure that company policies and procedures are followed at all times.
- To meet the many and varied demands and requests of management.
- To establish and maintain friendly and professional relationships with pupils and staff within the Client organisation.
- To report any potential accidents, accidents or incidents of fire, theft, loss, damage or unfit food.
- To report any suspected child protection issues to your manager or the School's Child Protection Officer

Irregular Duties

- To attend meetings whenever necessary.
- To attend Training sessions whenever necessary.
- To report any customer complaints or comments and take action, if at all possible, to satisfy the customer.
- Any other reasonable request from the Client, Catering Manager or Team Leader

I have received, understand and will comply with this Job Description.

Name..... **Signed**..... **Date**.....