

Job Description	
Job title	Kitchen Porter
Department	Catering
Reports to (Position Title)	Head Chef

*This document outlines the output and key accountabilities required of the post holder, as well as skills, qualifications and experience needed in order to carry out the role. It is not a definitive list.*

Purpose of the role	
To support the chefs in the preparation of the cooking of meals and organisation of the kitchen function. To actively engage with our staff and clients.	

Background information	
Based at	Gonville and Caius College, Trinity Street, Cambridge
Hours of work	The post is on an adhoc basis
Contract type	Casual, zero hours contract
FTE	0.0
Qualifications	No qualifications required for this role, and full training will be provided
Key skills	<ul style="list-style-type: none"> <li>Working calmly under pressure, and as part of a team</li> <li>Willingness to be adaptable and flexible</li> <li>Organisation and reliability</li> </ul>
Work experience	No work experience required for this role, and full training will be provided
Budget Responsibilities	None

Main duties and Responsibilities	Time / Frequency
<ul style="list-style-type: none"> <li>To ensure all agreed standards of cleaning are achieved and maintained as requested by the chef(s) in charge; for both daily and deep cleans.</li> </ul>	As required/daily
<ul style="list-style-type: none"> <li>To ensure all storage areas are kept tidy and ready for each service.</li> </ul>	As required/daily
<ul style="list-style-type: none"> <li>To undertake a variety of cleaning duties including washing all kitchen equipment and utensils.</li> </ul>	As required/daily
<ul style="list-style-type: none"> <li>To operate cleaning and dishwashing equipment, to service and store equipment as required.</li> </ul>	As required/daily
<ul style="list-style-type: none"> <li>To assist in basic food production, on occasion, as requested by the chef in charge, following good hygiene and safety practices and to the standard specified.</li> </ul>	As required/daily
<ul style="list-style-type: none"> <li>Restock and replenish stocks and consumables as required during service periods, to achieve optimum customer service delivery.</li> </ul>	As required/daily
<ul style="list-style-type: none"> <li>Empty, remove and store/recycle rubbish from the kitchen areas in the correct location.</li> </ul>	As required/daily
<ul style="list-style-type: none"> <li>Assisting the Storeman with early morning goods deliveries.</li> </ul>	As required/daily
<ul style="list-style-type: none"> <li>Driving College vehicles for delivery of goods between College sites as required.</li> </ul>	As required/daily
<ul style="list-style-type: none"> <li>To ensure you abide by all of the Colleges policies and procedures with regard to hygiene and safety standards.</li> </ul>	As required/daily
<ul style="list-style-type: none"> <li>To carry out any reasonable request made by a member of management in a timely and cost effective manner.</li> </ul>	As required/daily

Main duties and Responsibilities	Time / Frequency
<ul style="list-style-type: none"> <li>To undertake any training as required by the College.</li> </ul>	As required/daily
<ul style="list-style-type: none"> <li>Any further reasonable duties as may be necessary in the performance of the role.</li> </ul>	As required/daily

## FURTHER REQUIREMENTS & INFORMATION RELEVANT TO THE ROLE

Additional role requirements			Yes	No
DBS check				x
Lone working				x
Manual handling			x	
Working at height				x
Uniform required			x	
Training requirements	iHasco ID	Duration	Yes	No
Bullying & Harassment for Employees	108	22	x	
COSHH	628	26	x	
Cyber Security Awareness	6428	39	x	
Emergency First Aid at Work Refresher (EFAW)	1888	52	x	
Equality, Diversity & Inclusion	3874	60	x	
Fire Awareness	415	30	x	
Food Allergy Awareness	2207	38	x	
Food Safety & Hygiene (Level 2)	1886	70	x	
GDPR UK: Essentials	3627	38	x	
HACCP Level 2	1109	35	x	
Health and Safety Essentials	2227	48	x	
Manual Handling	471	35	x	
Personal Protective Equipment (PPE)	2613	38	x	
Slips, Trips & Falls	1913	30	x	

### Team Responsibilities

- Participate in team meetings when required.
- Share ideas for improvements.
- Help other employees when you have spare capacity or time.
- Help cover staffing shortfalls when required.
- Help to keep the department calm by working well and showing consideration for others.

### Health and Safety

All employees must adopt a responsible 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.

### Continuous Professional Development

Caius is supportive of continuous professional development and opportunity for training and development will be provided.

## Person Specification

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	Criteria	Essential/ Desirable	Assessment Method: A - Application I - Interview T - Test
Qualifications and training	• Clean driving licence	D	A
	• Previous cleaning experience	D	A
Knowledge, skills and proven abilities	• A good command of the English language	E	I
	• A conscientious attitude	E	I
	• Ability to work calmly under pressure, and remain tactful at all times	E	I
	• Willingness to be adaptable and flexible	E	I
	• Ability to work as part of a team	D	A, I
Behaviours	• Problem solving skills	E	I
	• Attention to detail	D	I
	• Enthusiasm and a good sense of humour	E	I
	• Ability to organise time and workload effectively, meeting deadlines where necessary	E	I
	• Demonstrates flexibility and reliability	E	I
	• Able to follow instructions and able to work unsupervised and on own initiative when required	E	I
	• Strong oral communication skills	E	I
	• Positive and professional attitude	E	I
	• Demonstrates a high standard of personal cleanliness and appearance	E	I
	• Polite manner in dealing with others	E	I

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