

# Job Description

## Kitchen Porter

<b>Position:</b> Kitchen Porter	<b>Department:</b> Arena Kitchen	<b>Reporting to:</b> Head Chef
<b>Salary:</b> £20,009.60	<b>Contract:</b> Permanent	<b>Hours per week:</b> 40 (5 days out of 7)

**Job purpose:**  
To ensure cleanliness throughout the kitchen areas and utensils.

### **Role Competencies:**

#### **Planning Timescales:**

- Washing of crockery, cutlery and kitchen utensils
- Cleaning of all kitchen areas and equipment
- Removal of kitchen waste
- Work within strict timelines

#### **Decision Making:**

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#### **Impact & Influence:**

- Ability to work as part of a team

#### **Skill Level:**

- Maintain a clean and safe working environment
- Comply with health and safety legislation
- To ensure all legal legislation requirements including health and safety, food safety and company policies

#### **Communication:**

- Good level of customer service skills
- Good spoken and written communication
- Ability to use tablet based cleaning system

#### **Budget Management:**

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#### **Lead & Develop:**

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#### **Operating Parameters:**

- Close down kitchens at the end of shifts to a high standard
- Any reasonable management request

### **Essential & Desirable Job Criteria:**

Basic understanding of COSHH (D)  
Level 2 in food safety (D)  
Previous kitchen experience (D)

Flexibility in working hours, able to work evenings and weekends (E)  
Good level of spoken English (E)

To ensure that equality, diversity and inclusion is maintained and developed across all programmes and areas of the business.

**Safeguarding** - We are committed to safeguarding and protecting children and young people (CYP) and at-risk Adults (ARA) Our expectation is that you will fully accept your responsibility for the safety and welfare of all CYP and ARA by being fully conversant with all our safeguarding policies and reporting anything that does not appear to be correct. The post maybe subject to an enhanced DBS check and yearly self-declarations.

**Equality & Diversity – must be able to demonstrate** that equality, diversity and inclusion will be maintained and developed across all programmes and areas of the business.

Competency Total:

Level