

September 2016

Thank you for your interest in the post of Kitchen Porter in the Catering Department.
Please find attached the following information:

- Job description
- Person specification
- General Terms & Conditions of Employment

If you would like to apply for this position, please submit a detailed CV and covering letter either in writing or by e-mail to:

Louisa Martin
HR Administrator
The Edward James Foundation
West Dean
Chichester
West Sussex
PO18 0QZ

Email: louisa.martin@westdean.org.uk

Tel: 01243 818276

Please include details of two referees.

Closing date for applications: Thursday 15 September 2016 at 5pm

We endeavour to respond to all applicants in a timely manner. If, however, you do not hear from us within two weeks of the closing date, please assume that your application has been unsuccessful on this occasion.

JOB DESCRIPTION

JOB TITLE	Kitchen Porter
DEPARTMENT/DIVISION	Catering
LOCATION	West Dean College
REPORTING TO	Head Chef
Main Purpose of Job	To carry out general kitchen portering duties within the Catering Department

KEY DUTIES & RESPONSIBILITIES

- 1 To work in all areas of the Catering Department as instructed by the Head Chef or Sous Chef. Areas to include all hot and cold counters, drinks counters, salad and sandwich counters and remote or occasional service points.
- 2 Assist in keeping the catering service areas including stores and kitchen area clean and tidy at all times.
- 3 Ensure that all rubbish bins are emptied and all kitchen rubbish is disposed of or recycled correctly in the appropriate bins or external skip.
- 4 Assist with the handling and storage of all catering deliveries, ensuring deliveries are checked against order and for quality and are stored in the correct storeroom, fridge or freezer.
- 5 Assist within the wash-up area, operating pass through dishwasher, washing pots, pans and dishes using the two sink method as required and ensuring that cleaned catering light equipment is returned to correct location for kitchen use.
- 6 Assist in the clearing/cleaning of dining areas, collecting used crockery etc. for washing and keeping clearing stations clean and tidy.
- 7 Carry out general kitchen cleaning duties and heavy duty cleaning of kitchen equipment, e.g. fryers, ovens and filters according to the cleaning schedule. Completing records of cleaning as required.
- 8 Sweep and mop floors daily and as requested.
- 9 Assist in basic vegetable preparation as directed by the chefs on duty.
- 10 Carry out any handling and lifting duties as directed.

- 11 Adhere to all food hygiene and Health and Safety requirements, ensuring that all cleaning materials and chemicals are handled and used safely according to COSHH regulations and Foundation policies and procedures.
- 12 Ensure that high standards of customer care are maintained at all times.
- 13 Any other reasonable duties as requested by the Head Chef/Sous Chef.

This job description is subject to regular review in consultation with the post holder.

PERSON SPECIFICATION

Essential	Desirable
Ability to lift and move items in line with agreed manual handling criteria	
Able to work with minimum supervision	
Minimum of basic level Food Hygiene Certificate	
Willing to learn and undertake training	
Ability to work as part of a team	
Customer focused attitude	

KITCHEN PORTER

GENERAL TERMS AND CONDITIONS OF EMPLOYMENT

Contract:	Permanent.
Duties:	As attached job description.
Salary:	£7.16 per hour (£13,031) or £7.20 per hour National Living Wage (£13,104) if applicable per annum payable monthly in arrears by BACS transfer.
Hours:	35 hours per week, primarily straight shifts, 5 days over 7 including weekends and bank holidays (hours to meet the needs of the business), annualised hours from February to December (Gardens Restaurant is closed in January).
Holidays:	33 days per holiday year (1 October to 30 September) inclusive of Bank Holidays (pro rata).
Meals:	Free staff meals
Sickness:	10 days in any consecutive twelve month period (pro rata), or longer period at the Foundation's discretion, after six months' continuous service.
Benefits:	Contributory pension scheme, childcare vouchers, Employee Assistance Programme, free and discounted places on short courses at West Dean College.