

January 2018

Thank you for your interest in the post of Kitchen Porter in the Food & Beverage 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:

Alfie Gould  
Human Resources Assistant  
The Edward James Foundation  
West Dean  
Chichester  
West Sussex  
PO18 0QZ

Email: [alfie.gould@westdean.org.uk](mailto:alfie.gould@westdean.org.uk)

Tel: 01243 818276

Please include details of two referees.

**Closing date for applications: 31 January 2018 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	Food and Beverage
LOCATION	West Dean College
REPORTING TO	Chef Manager
Main Purpose of Job	To carry out general kitchen porter duties within the Food and Beverage Department

## KEY DUTIES & RESPONSIBILITIES

- 1 To work in all areas of the Food and Beverage Department as instructed by the Chef Manager. 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 Food and Beverage 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 Food and Beverage 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 Chef Manager.

*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:	£12,936 per annum (£7.70 per hour) payable monthly in arrears by BACS transfer.
Hours:	Average 35 per week across the year – worked as 40 per week during March to October and 21.5 hours per week February, November and December (the Gardens Restaurant is closed in January)
Holidays:	33 days per holiday year (1 October to 30 September) inclusive of Bank Holidays (pro rata).
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.