



Job Description

Kitchen Porter

Responsible to: Catering Manager/Head Chef
Hours of Work: Monday to Friday, 7am-2.30pm Term Time plus 5 weeks in summer holiday
Rate of Pay: £8.45 per hour

The core purpose of this post is to provide a comprehensive, professional catering service and dining experience to the whole school community.

Specific Responsibilities of This Post

- To ensure that you are an effective member of the catering team, ensuring that the area you are responsible for is to the standards expected at Farringtons School.
- To ensure the kitchen is a safe environment to be in – moving items and putting away deliveries safely.
- To assist in the preparation of the food for meal times, including service at breakfast, lunch or dinner.
- To work within the Health and Safety framework at Farringtons School.
- To clean working areas, including equipment and utensils.

Duties will include:

- To comply with all the appropriate legal and hygiene requirements in the kitchen, and other areas of work.
- **To ensure the cleanliness and tidiness of all catering areas at all times.**
- **To put away and store correctly deliveries – includes an element of heavy lifting.**
- To assist in food stocktaking.
- To maintain the schools standard of hygiene and cleanliness for all items of equipment, including the operation of mechanical dishwashers and manual washing up of all equipment.
- To ensure a high standard of personal and general cleanliness and hygiene to comply with statutory and company regulations.
- To ensure that temperature controls are taken and recorded where relevant, and that any discrepancies are reported immediately.
- To assist at Special Functions, some occurring outside working hours (overtime paid at basic rate)
- To report any customer complaints or compliments to the Catering Manager as necessary.
- To report immediately any incidents of accident, fire, theft, loss, damage and take such action as may be appropriate if possible.
- To prepare food, salads etc.,if required.
- To observe “Clean Food” practices in all food production.
- To attend meetings and training courses as necessary.
- To cover for other members of staff during periods sickness or other absence.

Generic Responsibilities for All Farringtons Staff

- To actively promote the aims and ethos of Farringtons
- To work within the Farringtons framework with regard to Health and Safety
- To be committed to child safety and undergo child protection screening (DBS check) and training
- To follow the ethos of re-cycling in line with school policy
- To promote equal opportunities at Farringtons
- To support Farringtons commitment to the continued professional learning of all staff
- To undertake any additional duties as may reasonably be requested by the Headmistress or members of SLT.

Safeguarding

- To promote and maintain the standards of the school's commitment to safeguarding children
- The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
- Although there is no direct responsibility for children, this role will involve daily contact with pupils.
- All applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and enhanced disclosure through the Disclosure and Barring Service.

Prevent Duty

- To promote and maintain the standards of the school's commitment to ensure all staff understand the risks of radicalisation within our School and how this risk may change from time to time.
- To ensure that staff are aware of the Prevent Strategy and are able to protect children and young people who are vulnerable or may be at risk of being radicalised.
- The School is committed to placing a strong emphasis on the common values that all communities share such as self-respect, understanding, tolerance and the sanctity of life. Pupils are taught to respect and value diversity as well as understanding how to make safe, well-considered decisions.

Health and Safety

- All employees have a legal duty to ensure the safety of themselves and all the pupils and staff within the school as detailed in the Health and Safety at Work Act 1974.

Data Protection

- All employees should familiarise themselves with and follow the Data Protection guidelines and practices.