



# St Mary's School

## C A M B R I D G E

### Kitchen Porter

#### Job Description

<b>Job Title:</b>	<b>Kitchen Porter</b>
<b>Accountable to:</b>	The kitchen Porter is ultimately accountable to the Operations Manager but day to day reporting will be to the Chef Manager.
<b>Hours:</b>	8.00am - 2.30pm Monday to Friday
<b>Rates:</b>	£7.61 per hour
	Occasional overtime may also be required for evening and weekend events.
<b>Job Summary:</b>	Working as part of a small team, you will assist the Chefs in the provision of a high standard of cleanliness and hygiene in the School kitchens. This will involve daily operation of the dishwasher machine and general cleaning duties and setting up/cleaning down the servery and dining room.

#### Responsibilities:

- Prepare and load the dishwashing machine. Operate, unload and stack items in a safe manner. Use appropriate cleaners and maintain the dishwashers in a serviceable condition
- Empty food waste bins kitchen rubbish at the end of each shift, ensuring a high level of hygiene is maintained in the kitchen at all times
- Provide an excellent standard of customer service at all times.
- Ensure the cleanliness of the stores & that all purchases are stored in strict rotation.
- Relieving & assisting the catering staff from time to time with duties as requested such as vegetable preparation, furniture moving etc.
- Report any faulty equipment to the Chef Manager
- Assisting in the checking of deliveries to include temperature checks
- If required, ensuring that staff room drinks machines are operational at all times, carrying out the required checks and replenishment before the busy periods.
- Preparing tables for lunch service.
- Clearing and cleaning of all service, floors, preparation and eating areas, utensils and equipment
- Maintaining high standards of hygiene and service, including personal appearance and dress, as appropriate to a food hygiene area.
- Maintaining professional standards and conduct throughout the kitchen.
- Attend all Health and Safety meetings and ensure H&S standards are followed throughout.

- Co-operating with all catering staff and undertaking such duties in the kitchen/service areas as requested, to ensure an efficient and effective service is delivered consistently.

### **General Requirements:**

- Maintain confidentiality in all areas of work at St Mary's School, Cambridge.
- Ensure that your conduct within and outside school does not conflict with organisational expectations.
- Co-operate with all staff in maintaining harmonious inter-personal relationships, internally and externally. St Mary's School, Cambridge expects all staff to treat others with respect and courtesy.
- Attend staff meetings and training as required.
- Participate in supervision sessions and appraisals with your line manager.

This is an outline job description and may be subject to change, according to the needs of the school, in consultation with the post holder.

### **Food Service Assistant - Person Specification**

This role will involve direct contact with children, including preparing and serving meals for them and answering questions regarding food at meal times. You will work as part of a team in the kitchen and dining halls.

### **Experience / Qualifications**

- Previous Catering experience an advantage – although we will provide training for the right person
- Certificate in Food Hygiene or the willingness to train and gain this qualification
- Good understanding of food safety and relevant Health and Safety legislation

### **Skills and Qualities**

- Good team worker, confident and willing to learn
- Reliable and committed
- Enthusiastic, friendly and approachable manner
- Flexible and adaptable to changing requirements
- Diligent and conscientious
- 'Can do' attitude and proactive approach
- Ability to work with people at all levels
- Good food handling and food hygiene awareness and skills
- Maintain high standards of personal hygiene and be careful about appearance
- Awareness of the need to observe child protection safeguards at all times

### **Benefits**

- 20 days holiday plus Bank Holidays.
- Contributory pension scheme
- Free school lunch
- Cycle to work scheme
- Child care voucher scheme

## **Applications**

Letter of application and CV sent to

**hr@stmaryscambridge.co.uk**

**Closing date for applications: Monday 6 November 2017**

**We will review applications on receipt. Suitable candidates may be interviewed before the closing date and we reserve the right to withdraw the position if an early appointment is made.**

You will be asked to complete the School's standard application form prior to interview.

We are all members of one community and must therefore endeavour, at all times, to maintain positive working relationships with all colleagues, treating others with the same level of professionalism, respect and politeness that we would wish for ourselves. In addition, you are required to work in pursuit of our core aim, which is to ensure every student's aspirations, capabilities, interests and talents are recognised, nurtured and celebrated. We pride ourselves on our academic standards, extra-curricular provision and pastoral care. Your performance in this regard will be judged by your outcomes relating to work, attitudes and professional behaviours.

You are required not to undermine fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs.

The school is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment. The five outcomes of the Every Child Matters Agenda are central to the way you carry out your responsibilities – these are developing students' awareness of:

- Be healthy
- Staying safe
- Enjoying and achieving
- Making a positive contribution
- Economic well-being

### **Child Welfare and Child Protection Issues**

The interview for this post will include exploring issues relating to safeguarding and promoting the welfare of children including:

- Motivation to work with children and young people.
- Ability to form and maintain appropriate relationships with children and young people.
- Emotional resilience in working with challenging behaviours.
- Attitudes to the use of authority and maintaining discipline.

Any relevant issues arising from the take up of references will be discussed at interview.

The school is an equal opportunities employer. We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. Successful applicants are subject to an Enhanced Disclosure and Barring Check.

