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| **Job Title** | Kitchen Porter |
| **Reports to** | Head Chef and Sous Chefs |

**Job Purpose** To provide a cleaning and porter service to the Bekynton Kitchen, whilst maintaining correct levels of hygiene and Health & Safety.

**Key Tasks and Responsibilities**

* Clean allocated pieces of heavy catering equipment using instructions and cleaning materials;
* Dispose of waste materials from catering areas to designated collection points;
* To keep the bin areas clean and tidy and organised;
* Operate industrial dishwashers and undertake manual washing up in all catering areas;
* Assist the front of house team with the flight dishwasher as required;
* Operate mechanical floor scrubbing and steam cleaning equipment;
* To maintain clean working environment at all times, whilst maintaining correct levels of Health and Safety and following the relevant cleaning schedule;
* Undertake more deep cleaning tasks before short or long leaves;
* Undertake food preparation when required and appropriately trained and to ensure that all food is prepared in the environment with due care and attention (customers’ special dietary requirements for example, nut, dairy or wheat allergies);
* To assist, as required, at special functions, some of which may occur outside normal working hours;
* To undertake occasional duties outside the normal routine but within the scope of the position and the department’s activities;
* Attend meetings and courses as required, including the mandatory termly training days;
* Where required, undertake regulated activity, such as unsupervised contact with children, ensuring that safeguarding procedures are followed and providing safe and effective care at all times;
* Good understanding and effective implementation of Child Protection procedures;
* Commitment and promotion of equality, diversity & inclusion;
* Commitment to safeguarding and promoting the welfare of children, including by not limited to, completing safeguarding training as required, and ensuring any safeguarding updates issued by the College are read and understood;
* Understand and comply with procedures and legislation relating to confidentiality.

**Skills and Competencies Required**

To be successful in this role, the incumbent should have:

* General kitchen experience;
* The ability to communicate effectively with customers, clients, and staff;
* Be able to work well under pressure and have the commitment to working hard in a busy environment;
* The ability to achieve performance criteria, with particular regard to Health and Safety and hygiene;
* The ability to use own initiative and work effectively as part of a team;
* Flexible approach to the role;
* Literacy and numeracy skills;
* Hygiene, Health and Safety qualification or equivalent would be advantageous but not essential.

**Working Pattern**

* Your working hours will be on a rota basis; 5 days out of 7; 44 hours paid per week
* You will be required to work 5 days including weekends, over a combination of straight and split shifts.
	+ Typical shifts include 7am – 3pm and 7pm to 9pm; 7am to 4pm and 11 – 9pm; 1-hour unpaid break per day; currently this post has Monday and Tuesday off.

**Disclosure Checks**

Eton College is committed to safeguarding and promoting the welfare of its students and staff and expects all staff and volunteers to share this commitment. This role is classed as ‘regulated activity’, whereby the post holder may be required to have contact or be involved in unsupervised activities with children. It is a criminal offence for any person who is barred from working with children to attempt to apply for a position at the College. The suitability of all prospective employees will be assessed during the recruitment process in line with this commitment.  All offers of employment are subject to a number of recruitment checks, including by not limited to; verification of identity and right to work in the UK, an Enhanced DBS check, pre-employment health check questionnaire, satisfactory references, verification of professional qualifications which the College deems a requirement for the post, or which were otherwise cited in support of your application and probationary period.