# ROLE PROFILE

**Job Title** Kitchen Porter – College Kitchen

**Reports to** Head Chef and Sous Chef

**Job Purpose**

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

## Key Tasks and Responsibilities

* Clean allocated pieces of 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;
* 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 a 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 directed, 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 and inclusion;
* All positions at Eton are classed as ‘regulated activity’ as per the Keeping Children Safe in Education 2023 guidance, therefore a good understanding of safeguarding procedures is essential;
* 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;

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* 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.

## Working Pattern

* Your working hours will be on a rota basis; 6 days out of 7; 39 hours paid per week
* You will be required to work 6 days including weekends, over a combination of straight and occasional split shifts on term time only basis

## Disclosure Checks

Eton College is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including, but not limited to, reference checks with past employers, an Enhanced Disclosure from the Disclosure and Barring Service (including Barred List information), an online search and, where applicable, Prohibition checks. If you are successful in your application, you will be required to complete a DBS Disclosure Application Form. Any information disclosed will be handled in accordance with any guidance and/or Code of Practice published by the DBS. The College is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions, reprimands and final warnings (including those which would normally be considered as “spent” under the Act) must be declared, subject to the DBS filtering rules. 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.