

JOB DESCRIPTION

Post title: Kitchen Porter
Academy: Excelsior Academy
Reporting to: Catering Manager
Salary/Pay range: £12.60 per hour
Hours of work: 35 hours per week

Purpose of Job

To assist the Catering Manager/Head Chef in the efficient lunch time service to Academy users, and the up keep of catering areas.

Main Duties and Responsibilities

- Basic food preparation
- Help on the servery counter when required
- Washing up, cleaning and clearing all kitchen areas
- Unloading and putting away deliveries using first in, first out in stores
- Emptying bins, sweeping and mopping floors
- Ensuring all equipment is clean and put away correctly
- Deep cleaning fridges and store rooms to maintain sanitary and kitchen safety standards
- Cleaning and sanitizing all meal preparation areas as well as kitchen walls, stoves, sinks, ovens, and grills
- Sweeping and mopping all kitchen areas during shifts and at the end of shifts
- Washing dirty dishes, cutting boards, utensils, and cooking equipment
- Ensuring that food mixers, cookers, and other cooking equipment are in good working order
- Emptying, re-lining, and washing bins as required
- Ensuring that refrigerators, freezers, and storage areas are clean and well-organized
- Assisting the Chef with basic food preparation, which includes washing, peeling, and cutting meal ingredients as per the Chef's instructions
- Keep service yard tidy, litter free and ensure all bin lids are closed and locked

Other Duties

- To carry out any other duties in accordance with the expectations of a Kitchen Porter at the reasonable request of the Principal of Excelsior Academy.
- Any other duties as may reasonably be requested by the Senior Team. The above duties do not define or include all tasks required of the post holder. Duties and responsibilities may vary without changing the level of responsibility.

**Health & Safety**

- Ensuring that area of work complies with legislation relating to Health & Safety and observe and implement specific responsibilities in relation to these matters as detailed in the Policy for Health & Safety.
- Provide support in an emergency or evacuation situation, in a calm professional manner. Actively provide information to any emergency service when requested to do so.

Safeguarding

- Be aware and familiar with academy policies and other guidance on the safeguarding and promotion of wellbeing of children and young people. Taking appropriate action in accordance with academy policies and Keeping Children Safe in Education 2024 where required.