



Job Title: Kitchen Porter

Responsible to: Kitchen Manager / Kitchen Assistant(s)

Job Summary:

Supporting the kitchen team to ensure the smooth and efficient running of the kitchen and dining service for staff and pupils at Talbot House Children's Charity. Responsibilities included preparing and cleaning the dining area before and after meal service, maintaining high standards of cleanliness and hygiene by assisting with general kitchen duties, and carrying out other reasonable tasks as requested by the Kitchen Manager and Kitchen Assistants to support the effective operation of the kitchen.

Main Duties

- Support the efficient day-to-day operation of the kitchen by washing dishes, kitchen equipment, and utensils, ensuring items were cleaned, stored safely, and readily available for service.
- Maintain high standards of cleanliness and hygiene across kitchen and dining areas by cleaning work surfaces, tables, floors, service stations, equipment, and dining facilities in line with daily, weekly, and monthly cleaning schedules.
- Kept accurate cleaning records and followed food hygiene procedures, health and safety regulations, and internal kitchen policies at all times.
- Prepare and set up the dining area for meal service, cleared and cleaned tables during and after service, and promptly dealt with spillages to maintain a safe environment.
- Assist with serving meals, preparing healthy school meals, packed lunches, and buffets as required.
- Operate kitchen equipment safely, reported faults promptly to the Kitchen Manager, and ensured

Other:

- Support the Talbot House Children's Charity's commitment to safeguarding and promoting the welfare of children, contributing positively to the school's values and ethos.
- Act as a positive role model for pupils, maintaining professional standards and encouraging a safe, respectful environment.
- Comply with Charity policies and procedures, including safeguarding, health and safety, equality and diversity, confidentiality, data protection, and security requirements.
- Worked collaboratively as part of the wider team, providing support to colleagues and participating in team meetings and training to support continuous professional development.
- Drive company vehicles, including cars and minibuses, as required, if applicable.
- Undertake additional duties as required to support the effective operation of the organisation while maintaining flexibility to meet changing service needs.
- The above list is not exhaustive and other duties may be attached to the post from time to time.
- Variation may also occur to the duties and responsibilities without changing the general character of the post.

To apply please fully complete our application form, using the personal specification to help you complete the 'skills, experience and knowledge' section of the form. Applicants who read our Tips for Applicants document before completing this section of our application form are more likely to be offered an interview. You will find our Tips for Applicants document attached above.

If you have any queries regarding this position or the application process, please contact the HR Department on 0191 229 0111 or email HR at: hr@talbothousecc.org.uk

Note: The Charity is committed to safeguarding and promoting the welfare of children and expect all staff to share this commitment. We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all staff to share this commitment (see full policy details on our website). This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore applicants should be aware that the post will only be offered to successful candidates subject to an Enhanced DBS check as well as other employment clearances and continued subscription to the DBS Update Service. Please see link for further information:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/945449/rehabilitation-of-offenders-guidance.pdf

Please note that this role is classed as regulated activity as it involves working directly with children and / or vulnerable adults. All short-listed candidates will be asked to complete a criminal records self-declaration form prior to interview. Please note it is an offence to apply for this role if the applicant is barred from engaging in regulated activity relevant to children and the Charity has the right to respond appropriately.

We can only accept a Charity Application Form for this role. We are not able to accept CVs for any role. If you submit a CV it will not be reviewed. Please view our safer recruitment policy. Applicants should be aware that any relevant issues arising from their declarations and references will be addressed at interview.

Personal Specification:

CRITERIA ESSENTIAL / DESIRABLE CRITERIA FOR THE ROLE & WHERE TO EVIDENCE		ESSENTIAL / DESIRABLE CRITERIA	EVIDENCE:
QUALIFICATIONS, EXPERIENCE & TRAINING			
1	No specific educational qualifications are required for role.		
2	Knowledge of food hygiene and health and safety practices within a catering environment.	E	A/I/R
3	Level 2 Food Hygiene Certificate.	D	A/I/R
SKILLS & ABILITIES			
4	Strong verbal communication skills and the ability to work effectively with colleagues.	E	A/I/R
5	Able to work in a methodical, organised, and efficient manner.	E	A/I/R
6	Excellent attention to detail and commitment to maintaining high standards of cleanliness and hygiene.	E	A/I/R
7	Ability to follow instructions accurately and work independently or as part of a team.	E	A/I/R
8	Good time management skills and the ability to prioritise tasks.	E	A/I/R
9	Ability to work flexibly and adapt to changing priorities.	E	A/I/R
10	Committed to maintaining a safe working environment and following health and safety procedures.	E	A/I/R
11	Understanding of safeguarding responsibilities and the importance of promoting the welfare of children.	E	A/I/R
PERSONAL QUALITIES			
12	Positive, enthusiastic, and reliable with a strong work ethic.	E	A/I/R
13	Professional in appearance and conduct.	E	A/I/R
14	Friendly, approachable, and able to build positive working relationships.	E	A/I/R
15	Proactive, adaptable, and willing to support colleagues when required.	E	A/I/R
16	Demonstrates sensitivity, integrity, and respect for confidentiality.	E	A/I/R
17	Committed to the values and ethos of Talbot House Children's Charity.	E	A/I/R
18	Enhanced DBS Certificate / DBS Online Subscription	D	Certificate

A = Application Form, I = Interview, R = Reference