**

Kitchen Porter

**Reports to:** Kitchen Team Leader

**Location:** Dawlish Campus

**Working Pattern:** Monday to Thursday, 9:30am – 2pm, Friday 9am-3pm, 40 weeks per annum

**Wage:** £11.44 per hour

**The Role:**

As a Kitchen Porter, you will play a crucial role in maintaining the cleanliness and efficiency of the kitchen. You will be responsible for washing dishes and cleaning kitchen areas. This role requires a hardworking and reliable individual who thrives in a fast-paced environment and takes pride in keeping the kitchen running smoothly.

You will work closely with other members of the Kitchen team to build relationships and understanding with our learners to make them feel welcome and supported at college.

**Key Responsibilities:**

* **To facilitate learner and team member access to hot drinks during break times.**
* To **thoroughly** wash all dishes and utensils **throughout** the day, using the 3-step method.
* **To assist in the delivering of learner’s lunches and clearing of food once finished.**
* To ensure that the catering outlets meet a **high standard of cleanliness and adhere to internal and external standards.**
* **Play an active role in college life,** prioritising the experience of the learners and being an excellent and supportive colleague.
* To carry out such duties and responsibilities under the **Health and Safety at Work Act** and associated legislationas described in the college’s Health and Safety policy documents.
* To **clean some parts of the premises** and **all** of the kitchen equipment.
* To **clean the dining furniture** and all light equipment such as crockery and cutlery.
* **Removal of rubbish and food waste and disposing of it correctly.**
* **Putting up and taking down dining room furniture (as required).**
* To be aware of the importance of **hygiene and Health and Safety** and being able to carry out corrective action as necessary with the Health and Safety at Work Act and published policies and practices documents.
* **Reporting equipment, maintenance problems and energy leaks** to your line manager.
* Ensuring the **correct and economical use of all materials and equipment.**
* To have due regard for **Safeguarding and promoting the welfare of children and young people** and to follow College safeguarding procedures.
* Ensuring **hot water, cups,** **tea, coffee, various milk types along with sugar and sweetener is readily available** across the college buildings.
* **Follow and complete the daily cleaning checklist located in the kitchen folder.**
* Oversight of the learner kitchens ensuring paperwork is completed correctly and cleanliness is of the highest standard.
* **Checking and documenting the temperatures of the fridge and freezers in the main and orange kitchen twice a day.**
* Supporting **learners on work experience** within the kitchen.
* Assist with receiving and storing deliveries, **ensuring stock is rotated and stored correctly.**
* Follow the **visual guidance to ensure the kitchen is left how it should be** for the following day.
* **Help maintain an efficient kitchen by supporting the team with any necessary tasks.**
* Ensuring your online **mandatory training** is completed and kept up to date.

**The approach required:**

* Unflinchingly **high aspirations** for all young people that study at Oakwood Court, and high expectations of behaviour for them within their own context.
* Unflinchingly **high expectations** of behaviour and professional conduct of colleagues and self.
* The **humility** to recognise where things may not be working, and the progress of learners are at risk, and to speak up and seek support to improve.
* A continuous **commitment** to seeking to understand each young person and their needs, including those that make them diverse, complex and sometimes challenging.
* The **drive** to overcome challenges and setbacks using clear and tangible steps and making positive personal changes to approaches.
* Being a “**present**” and active listener and contributor in conversations about learning.
* **Leading** formal and informal conversations about best practice with colleagues.
* Being **alive and open** to new ideas and ways of working.
* Demonstrate **enthusiasm and engagement** in trying something new, sharing ideas and collaborating.

**Person Specification – Kitchen Porter**

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| **Requirement** | **Essential** | **Desirable** |
| **Qualifications** |
| Food Hygiene qualification  |  |[x]
| Literacy and numeracy qualifications at least Level 2 |  |[x]
| Qualification in supporting people with autism and/or learning disability |  |[x]
| **Experience** |
| Experience of working in a catering setting |[x]   |
| Experience of working with young people with autism and/or learning disability who demonstrate behaviours that challenge. |  |[x]
| Understanding of and commitment to safeguarding children and young people, and equal opportunities and diversity at a management level |[x]   |
| **Knowledge and skills**  |
| Excellent customer service skills |[x]   |
| Resilient and able to work on own initiative and work as part of a team |[x]   |
| Professional and committed approach to work |[x]   |
| Welcoming and supportive disposition |[x]   |