



## Job Description – Kitchen Porter

Scarisbrick Hall School

### MAIN PURPOSE OF JOB:

All employees must be willing to uphold the ethos and support the aims and values of Scarisbrick Hall First and Middle School, Scarisbrick Hall College, TCM and Beautiful Beginnings Nursery. At Scarisbrick Hall, we are committed to providing a nutritious, healthy balanced menu.

You should be passionate about hospitality and will work well within a friendly and fast paced environment, handling multiple tasks at any one time.

This is for an afternoon/early evening shift/. Flexibility is required.

### KEY RESPONSIBILITIES:

- Contributing to a positive work environment
- Keep all kitchen work surfaces (counters, sinks, cookers, walls) clean and sanitized
- Sweep and mop floors at the beginning and ending of shifts
- Be ready to clean up spills to avoid hindering operations
- Wash to a high standard cookware, utensils and cutlery fast to keep them in rotation
- Arrange equipment and ingredient deliveries
- Keep the food and supply storage areas organised
- Manage the cleanliness, emptying and correct disposal of rubbish
- Being aware of and following operational policies and procedures
- Being punctual and maintaining regular and consistent attendance
- Speaking and interacting with students, staff and customers in a positive and professional manner
- Maintaining a clean and sanitised working environment
- Implementation of policies, procedures and practices Safer Food, Better Business.
- Compliance with health and safety and food hygiene and food safety policies and procedures
- Be willing to undertake all relevant training associated with this role.
- Assist with the successful running of the dining halls and other serving areas
- Cleans up food spills and keeps the service area presentable
- At the end of your shift ensure all your areas are left clean and tidy
- Maintains an excellent customer-service based attitude

Please note that the above is not an exhaustive list, and that specific duties and areas may vary according to the needs of the business.

Previous applicants need not apply.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Safeguarding training will be given.

Applicants must be willing to undergo child protection screening, including checks with past employers and the Disclosure & Barring Service. The school will conduct this check for you.