

April 2021

2 x Kitchen Porter – Part Time

Thank you for your interest in the post of Kitchen Porter. Please find attached the following information:

- Job description
- Person specification
- General Terms & Conditions of Employment

If you would like to apply for this position, please submit a detailed CV and covering letter to:

Email: HRMailbox@westdean.org.uk

Closing Date: Thursday 6 May 2021

We endeavour to respond to all applicants in a timely manner. However, due to the volume of applications we receive, if you do not hear from us within two weeks of your application; please assume that you have been unsuccessful on this occasion.

Due to the need to fill this position as soon as possible, interviewing may commence prior to the closing date.

West Dean College of Arts & Conservation values the diversity of its staff and students. We aspire to be a fully inclusive and representative employer and do not condone discrimination on the basis of age, disability, sex, sexual orientation, pregnancy and maternity, faith or ethnicity, religion or belief, gender identity, or marriage and civil partnership. We strongly encourage applications from suitably qualified candidates from a wide range of backgrounds to apply and join our teams at West Dean College of Arts & Conservation.



JOB DESCRIPTION

JOB TITLE	Kitchen Porter (0.4 FTE Gardens Restaurant / 0.8 FTE College Dining Room)
SALARY	£16,216.20 Full Time Equivalent
DEPARTMENT/DIVISION	Food Production
LOCATION	College Dining Room / Gardens Restaurant
REPORTING TO	Head Chef / Chef Manager
MAIN PURPOSE OF JOB	To carry out general kitchen porter duties within Food Production

KEY DUTIES & RESPONSIBILITIES

- 1 To work in all areas of Food Production as instructed by the Head Chef / Chef Manager. Areas to include all hot and cold counters, drinks counters, salad and sandwich counters and remote or occasional service points.
- 2 Assist in keeping the Food Service areas, including stores and kitchen area, clean and tidy at all times.
- 3 Ensure that all rubbish bins are emptied and all kitchen rubbish is disposed of or recycled correctly in the appropriate bins or external skip.
- 4 Assist with the handling and storage of all Food Production and Service deliveries, ensuring deliveries are checked against order and for quality and are stored in the correct storeroom, fridge or freezer.
- 5 Assist within the wash-up area, operating pass through dishwasher, washing pots, pans and dishes using the two sink method as required and ensuring that cleaned catering light equipment is returned to correct location for kitchen use.
- 6 Assist in the clearing/cleaning of dining areas, collecting used crockery etc. for washing and keeping clearing stations clean and tidy.
- 7 Carry out general kitchen cleaning duties and heavy duty cleaning of kitchen equipment, e.g. fryers, ovens and filters according to the cleaning schedule. Completing records of cleaning as required.
- 8 Sweep and mop floors daily and as requested.
- 9 Assist in basic vegetable preparation as directed by the chefs on duty.

- 10 Carry out any handling and lifting duties as directed.
- 11 Adhere to all food hygiene and Health and Safety requirements, ensuring that all cleaning materials and chemicals are handled and used safely according to COSHH regulations and Foundation policies and procedures.
- 12 Ensure that high standards of customer care are maintained at all times.
- 13 Any other reasonable duties as requested by the Head Chef / Chef Manager.

HEALTH & SAFETY

1. Adhere to the College's Health & Safety Policy at all times, ensuring a safe working environment.
2. Ensure that appropriate standards in respect of Health and Safety are maintained.
3. Attend / undertake H&S briefings and training as required.

This job description is subject to regular review in consultation with the post holder.

PERSON SPECIFICATION

Essential	Desirable
Able to work with minimum supervision	
Minimum of basic level Food Hygiene Certificate	
Ability to lift and move items in line with agreed manual handling criteria	
Willing to learn and undertake training	
Ability to work as part of a team	
Customer focused attitude	

KITCHEN PORTER

GENERAL TERMS AND CONDITIONS OF EMPLOYMENT

Contract:	2 x Part Time / Permanent
Duties:	As attached job description.
Salary:	£16,216.20 Full Time Equivalent (£12,972.96 0.8 FTE / £6,486.48 0.4 FTE)
Hours (CDR):	28 hours per week (0.8 FTE), primarily straight shifts including weekends and bank holidays (hours to meet the needs of the business).
Hours (GR):	Average 14.3 hours per week (0.4 FTE), working 16 hours per week April-October and 12 hours per week November-March, primarily straight shifts including weekends and bank holidays (hours to meet the needs of the business).
Holidays:	33 (FTE) days per holiday year (1 October to 30 September) inclusive of Bank Holidays.
Sickness:	10 (FTE) days in any consecutive twelve month period, or longer period at the Foundation's discretion, after six months' continuous service.
Benefits:	Contributory pension scheme, Employee Assistance Programme, free and discounted places on short courses at West Dean College, free on-site parking.