**    **

# JOB DESCRIPTION

**POST:** Kitchen Porter

**REF:**

**DEPARTMENT:** Catering

**GRADE:** 1

**REPORTING TO:** Head Chef

**SUPERVISORY RESPONSIBILITY:**  None

# JOB PURPOSE:

To contribute to the provision of a high quality, customer focussed catering service for students, staff and visitors.

# DUTIES AND RESPONSIBILITIES:

1. To undertake the clearing and washing up of equipment and utensils used in the kitchen
2. Unloading and putting away of deliveries
3. To undertake basic food preparation under the guidance of the Head Chef
4. Ensuring all equipment is clean and put away correctly
5. To carry out cleaning duties in the kitchen area in line with the agreed cleaning schedule.
6. To empty bins and remove rubbish to central disposal point
7. To deep clean fridges and storerooms as directed by the Head Chef

## Plus

* Any other duties as may reasonably be required.
* Ensure that the highest standards of professional performance are maintained
* Promote equal opportunities in the work of the department to include a commitment to the International Strategy of the University
* Ensure compliance with relevant legislation and statutory codes of practice, as advised
* Participate in the arrangements for performance review
* Ensure that professional skills are regularly updated through participation in training and development activities
* Ensure all University policies are implemented within the remit of this post

# HEALTH & SAFETY

Under the Health & Safety at Work Act 1974, whilst at work, members of staff must take reasonable care for their own health and safety and that of any other person who may be affected by their acts or omissions.

*This is not a comprehensive definition of the post. Postholders are expected to undertake any work that comes with the remit of the post’s main objective. This job description will be kept under review and may be changed at any time subject to consultation with the postholder.*

# PERSON SPECIFICATION

**POST TITLE:** Food Service Assistant

**SCHOOL/ DEPARTMENT:** Catering

**The Person Specification focuses on the knowledge, skills, experience and qualifications required to undertake the role effectively.**

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| **REQUIREMENTS**  The postholder must be able to demonstrate: | **ESSENTIAL (E)**  **DESIRABLE (D)** | **MEASURED BY:**  A Application form  I Interview  T/P Test/Presentation |
| **EDUCATION/TRAINING**  *(Academic, vocational/professional and other training)* | | |
| Food Hygiene Level 2 | D | A |
| **KNOWLEDGE & EXPERIENCE**  *(e.g. report writing, office experience, Microsoft office)* | | |
| Experience of working in a catering environment | D | A/I |
| Experience of commercial kitchen equipment | D | A/I |
| Experience of working as part of a team | E | A/I |
| High levels of personal hygiene | E | I |
| Basic knowledge of food hygiene | E | A/I |
| Awareness of manual handling techniques | E | A/I |
| **SKILLS/ATTRIBUTES**  *(e.g. communication, interpersonal, decision-making, problem-solving, team player, reliable)* | | |
| Ability to work as part of a team | E | A/I |
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| **THE LEADING IN YORK ST JOHN FRAMEWORK**  YSJ is my University, I choose to be here, and I show my commitment by contributing to its long-term success.  This Framework is used in our Recruitment & Performance Development Review’s, please take these into consideration when making your application and in your role. | | |
| **Self-Assured**  I take personal responsibility. If not me, then who? If not now, then when? | | |
| **Agile**  I am proactive, creative and responsive in testing solutions. I continuously adapt my Approach. | | |
| **Socially Aware**  I contribute my knowledge, skills and time to the broader University community. | | |
| **Tenacious**  I confidently and passionately contribute my ideas and support others to do the same. | | |
| **Open-Minded**  I communicate with empathy and positivity, without prejudice. | | |
| **SPECIAL FEATURES**  (e.g. Travel, DBS Required) | | |