



January 2010

Thank you for your interest in the post in the Catering Department at West Dean College.  
Please find attached the following information:

- Job description and person specification
- Outline terms and conditions of employment

If you would like to apply for this vacancy please submit a detailed CV with a covering letter to:

Alison Weeks  
Human Resources Assistant  
West Dean College  
West Dean  
CHICHESTER  
West Sussex PO18 0QZ  
Tel : 01243 818247

Please include details of two referees.

We look forward to receiving your application. If you have any queries regarding the information you have been sent please do not hesitate to contact me on the above number.

Alison Weeks  
Human Resources Assistant

## JOB DESCRIPTION

|                            |  |
|----------------------------|--|
| <b>Position</b>            | Kitchen Porter   |
| <b>Responsible to</b>      | Head Chef  |
| <b>Main Purpose of Job</b> | To carry out general kitchen portering duties within the Catering Department |

### KEY RESPONSIBILITIES

- 1 To work in all areas of the Catering Department serving customers at meal and refreshment times as instructed by the Head Chef or Sous Chef. 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 catering 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 catering 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 Carry out any handling and lifting duties as directed.
- 10 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.
- 11 Ensure that high standards of customer care are maintained at all times.
- 12 Any other reasonable duties as requested by the Head Chef/Sous Chef.

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

## PERSON SPECIFICATION

| Essential   | Desirable |
|---|-----------|
| Ability to lift and move items in line with agreed manual handling criteria |           |
| Able to work with minimum supervision                                       |           |
| Minimum of basic level Food Hygiene Certificate                             |           |
| 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

|               |   |  |
|---------------|---|--|
| Duties        | : | As attached job description  |
| Salary        | : | £6.80 per hour<br>Payable monthly in arrears by direct credit transfer   |
| Hours         | : | 40 hours per week including a variety of shifts:<br>7.00am – 3.00pm<br>8.00am - 4.00pm<br>12.30pm – 8.30pm<br>5 days a week including weekends and bank holidays |
| Holidays      | : | 29 days per holiday year (1 October to 30 September) inclusive of Bank Holidays (pro rata)   |
| Meals         | : | Free staff meals   |
| Sickness      | : | 10 days in any consecutive twelve month period, or longer period at the Foundation's discretion, after six months' continuous service.                           |
| Pension       | : | Contributory pension scheme  |
| Short courses | : | If there are vacancies on any of the arts and craft courses, staff may attend without payment.   |

