

JOB DESCRIPTION

Job Title: Kitchen Porter

Department: Catering

Reports to: Senior Kitchen Porter (Supervisory), Line Manager, Shift Head Chef

Purpose of role:

To assist the Executive Head Chef and their brigade maintaining high standards of cleanliness and hygiene within the Kitchen.

Main Responsibilities:

- Empty and dispose of waste food bins and kitchen rubbish at the end of each shift and ensure that a high level of food hygiene is maintained at all times
- Machinery: (Hobart Plate Wash, Hobart Glass Wash & Granuldisk) Load, operate, unload and stack items in a safe manner after each completed cycle. Use appropriate chemicals, cleaners and maintain the machines in a serviceable state
- Ensure all kitchen and storage areas kept clean and tidy and ready for each service
- Liaise with Dining Hall staff to ensure the safe and continuous smooth running of the catering service/supply of food, equipment, cutlery and crockery
- Ensure that any broken items are reported and disposed of in a careful and safe manner
- Ensure the correct use of all other machinery
- Maintain a high standard of hygiene within the department as required by the "Food Safety Act 1990", "Food Safety (General Food Hygiene) Regulations 1995" and the "Food Hygiene (England) Regulation 2006"; to enforce the department's Food Safety Management System and recommend amendments to these procedures as and when appropriate
- To ensure all agreed standards of cleaning are achieved and maintained as requested by Trinity's HACCP Policy + cleaning schedules in association with Food Alert and Monika
- Ensure all regulations regarding COSHH + Diversey (safe & correct use of chemicals policy) are followed at all time

- To maintain high levels of personal hygiene, and ensure the uniform provided are clean, presentable and worn at all times when on duty (including hat and safety shoes)
- Ensuring that health and Safety standards are maintained and reporting any shortcomings
- Maintain good communications with Fellows, students, staff and members of the College, University and Conferences
- Undertake other related duties, which may be requested by management or supervisory level due to the nature and character of the business and associated activities

The College reserves the right to make reasonable changes to the duties and requirements in the job description, which may be necessary to meet the changing needs of the job, or to reflect the latest technology or best practice.

Health and Safety

All staff must adopt a responsible attitude towards health and safety and to comply with any procedures as required by the College in order to ensure the health and safety of themselves, their colleagues and any other persons that may be affected by their actions. They must be prepared to undertake any training provided in relation to health and safety or which is identified as necessary in relation to their work.

PERSON SPECIFICATION

Knowledge and experience

- A certificate in Basic Food Hygiene level 2 - desirable
- A good working knowledge of the relevant Health and Safety regulations – desirable

Skills and Personal Attributes

- Able to work as part of a busy team
- Enthusiastic and positive attitude towards work
- High standard of personal hygiene and general physical fitness
- Punctual
- Willingness to take a flexible approach to work duties working a mixture of late, early and weekend shifts special functions as requested and to cover staff sickness

EMPLOYMENT DETAILS

This is a full-time and permanent appointment commencing as soon as possible.

Rate of Pay:	£19,248 per annum plus 12% shift allowance (£21,558 per annum).
Hours:	75 hours per fortnight excluding unpaid breaks, worked on a shift basis including early, late and weekend shifts.
Probation:	6 months.
Annual Leave	33 days including 8 public holidays.
Meals:	Free lunch or dinner is provided for staff whose duties cover this period.
Pension scheme:	A pension scheme, which complies with the requirements of the Occupational and Personal Pension Schemes Regulations for auto-enrolment, will be available after three month's service. All staff will become members unless they choose to opt out.
Private health care:	The College provides free health care and dental care. Staff are able to join the schemes after successful completion of their probationary period, subject to certain limitations. This is a taxable benefit.
Gym:	Membership of the College gym is available for a modest fee. Inductions are compulsory.
Sports & Social Club:	The Trinity College Staff Sports and Social Club, run by a committee of staff, offer regular outings to places of interest, and organises functions including a Christmas event.
Cycle to work Scheme:	A tax-free benefit allowing you to spread the cost of a new bike, including either a pedal bike or an e-bike, and equipment for it, over 12 months. Maximum limits apply.
Access to College:	The College is unable to provide parking on site for its entire staff. Access to and parking in the City Centre is becoming increasingly difficult. The City Council has provided several Park and Ride sites around the city outskirts, with regular bus services. A number of members of staff cycle to work, and the College may be able to provide covered cycle parking.
Employee Assistance:	The emotional and physical wellness of staff is supported through the provision of free access to an employee assistance scheme, available 24/7.