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| **Post Title** | Kitchen Porter  Based at The Old Deanery, Cathedral Close, Hereford HR1 2NG |
| **Salary Point(s)** | Point 6 - **£16,023** per annum pro rata**.** This equates to **£9,265. (£8.80 per hour)** |
| **Hours/Weeks** | 25 Hours per week as per contract of employment  Term time only plus 2 weeks (38 weeks per year) |

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| **Purpose of this Job Description:**  Hereford Cathedral School considers this document as a “snapshot” of the job and the tasks listed are not an exhaustive list. It aims to provide a clear guide at the time of writing to all that is involved about the requirements of the job. It will also be used to communicate expectations about performance and will be used to monitor effective performance. |

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| **The** **Organisation**  Hereford Cathedral School is one of the UK’s leading independent co-educational day schools. Providing boys and girls aged 3 to 18 with an excellent standard of teaching and individual care, offering them a broad range of opportunities to develop every aspect of their potential. The Hereford Cathedral School culture produces well-balanced, confident and considerate young adults ready for the wider world. We also benefit from one of the finest settings, adjacent to the beautiful Cathedral. We enjoy an air of tranquillity within a stone’s throw of the thriving city centre.  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.  Further information from <http://www.herefordcs.com> |

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| **Reporting Lines:**  The post holder reports to the Chef Manager. But with day to day reporting to the Head Cook and FSA Team Leader. |

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| **Accountabilities:**   1. To assist in the production of foodstuffs as required by the Chef Manager and Cooks. 2. To keep kitchen clean, tidy and hygienic at all time in accordance with national standards as set out by Environmental Health. 3. Putting away orders using good stock rotation practices. |

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| **Responsibilities:**   1. Carry out food preparation tasks, including vegetable washing and prep, salads, sandwiches, sauces, premixes, frozen and dehydrated products and assist the Cooks or Chef Manager in cooking food by frying, boiling, steaming etc. Using all large and small kitchen equipment provided. 2. Assist with the setting up of the service counter, serve food according to the type of service used, and clean areas afterwards. 3. Set up dining room furniture and prepare the room for dining, cleaning and dismantling same and leaving in a clean condition. 4. Ensure floors in both kitchen and dining areas is keep free of food waste at all times to avoid slips and falls. 5. Wash crockery, cutlery, cooking and service utensils, pots and pans. Clean Kitchen equipment, clean floors, walls and surfaces in the kitchen and dining room. 6. Perform in depth cleaning tasks when requested. 7. Assist with the unloading of deliveries of supplies. 8. To be able to work some evenings and weekends to cover the catering teams out of hours requirements. |

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| **Safeguarding and Protection of Children and Young Persons**  In accordance with the Children’s Act 1989, on appointment post holders will be required to commit to their responsibilities with regards to safeguarding. In addition offers of appointment will be subject to an Enhanced criminal record check from the Disclosure and Barring Service (DBS).  These checks will highlight cautions, reprimands and final warnings as well as any convictions. The postholder must not have any spent or unspent convictions that would prevent working with children. |

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| **Health and Safety:**  As an employee you are expected to:   1. to take reasonable care of your own health and safety 2. to take reasonable care not to put other people - fellow employees and members of the public - at risk by what you do or don't do in the course of your work 3. to co-operate with your employer, making sure you get proper training and you understand and follow the company's health and safety policies 4. not to interfere with or misuse anything that's been provided for your health, safety or welfare 5. to report any injuries, strains or illnesses you suffer as a result of doing your job 6. to tell your employer if something happens that might affect your ability to work (e.g. becoming pregnant or suffering an injury) 7. if you drive or operate machinery, to tell your employer if you take medication that makes you drowsy   **Particular H&S issues for this post are:**   1. Standing for long period of time. 2. Exposed to machinery such as cookers, ovens, meat slicers etc. 3. Hot electrical/gas equipment and boiling fluids 4. Extremely hot/cold areas of the kitchen. 5. Noise. 6. Working hours outside of normal kitchen hours (evening functions, weekend, and holiday periods). 7. Physical fitness in order to work with minimum breaks and fetch and carrying food and equipment |

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| **Person Specification** | |
| **Essential Criteria** | **Desirable Criteria** |
| **Qualification** | Good standard of Spoken and Written English | Basic Food Hygiene Certificate |
| **Experience and Knowledge** | Some knowledge of Health and Safety procedures in a catering environment  Some knowledge of food preparation and cooking skills | Experience of working in a kitchen  Experience of working within an education environment |
| **Skills/Abilities** | Able to understand and follow instructions  Ability to work effectively as a member of a team but also work on own initiative  Demonstrable knowledge of high standards of personal and kitchen cleanliness  Delivery of Foodstuffs to satellite kitchens | Able to communicate with children  Some knowledge of collecting cash through a cash register  Full UK Driving Licence would be advantageous |
| **Aptitude** | Calm and unflustered when working under pressure and with tight time constraints  Naturally demonstrates a ‘can do’ helpful attitude |  |
| **Circumstances** | Able to work flexibly, some earlier starts, evenings and weekends will be required in support of wider school functions from time to time  Physically able to lift and move stock |  |
| **Safeguarding Children, Young People and Vulnerable Adults** | Understands their role in the context of safeguarding children, young people and vulnerable adults  Ability to form and maintain appropriate relationships and personal boundaries with children and young people |  |
| **Equal Opportunities** | Understanding of the requirements of Equality and Diversity |  |