ROBINSON COLLEGE
STANDARD OF PERFORMANCE JOB DESCRIPTION

JOB TITLE: Kitchen porter
RESPONSIBLE TO: Head Chef (HC), Head Kitchen Porter (HKP)

MAIN PURPOSE:
- To assist the HC, HKP to maintain the overall cleanliness of all areas in the College kitchen.
- To ensure that the kitchen is operated within legislation, College Policy and approved budgets.

KEY AREAS AND STANDARDS OF PERFORMANCE:

1. TASK LIST AND RESPONSIBILITIES: The tasks, functions and any key responsibilities of the job, to be carried out on a daily, weekly, monthly, etc basis.
   1.1 To carry out the duties on the cleaning schedules in operation as directed.
   1.2 Specifically to assist HC and HKP of any changes that may affect the hygiene and high cleaning standards of all kitchen areas.
   1.3 As required assist in the set up and breakdown of function rooms in the department.
   1.4 Carry out any other reasonable tasks required by your line manager.

2. PUNCTUALITY, ATTENDANCE & APPEARANCE:
   2.1 To be ready to commence duties at the appointed time.
   2.2 To remain on duty, productively working, until the appointed finishing time.
   2.3 To attend work as scheduled.
   2.4 To notify your supervisor/manager of any absences (e.g. holidays, sickness) that may occur in accordance with the procedure laid down in the Staff Handbook.
   2.5 To dress in the required uniform/protective clothing or in accordance with the set Appearance and Dress Code.
   2.6 To pay appropriate attention to personal hygiene.

3. ATTITUDE TO WORK & CARRYING OUT INSTRUCTIONS: Willingness and enthusiasm with which work is carried out.
   3.1 To be reliable in the carrying out of instructions and tasks and to operate on a “right first time every time” basis.
   3.2 To be trusted to perform at least at the required standard and to be relied upon to complete tasks accurately/correctly.
   3.3 To listen carefully to instructions and to carry them out as directed.
   3.4 To check if you have not clearly understood what is required of you.

4. PRODUCT KNOWLEDGE: The knowledge and experience required to carry out this job to the expected standard.
   4.1 To undertake training as required in order to develop and improve your knowledge and expertise.
   4.2 To be able to help and direct others accurately/correctly.
   4.3 To develop general knowledge of the College location and layout, other departments’ services and products and this department’s services and products.
5. CUSTOMER RELATIONS: Putting the customer’s (conference guests, students, Fellows and staff as well as internal customers), needs first and taking opportunities to promote our products.

5.1 To always operate with an awareness of customers, both internal and external who are using the College.

5.2 Carry out duties in a manner which is polite and courteous at all times.

6. ATTITUDE & BEHAVIOUR: Positive interaction with other members of the team, supervisors and managers. General demeanour whilst at work.

6.1 To empathise with the individuals within the team to form positive relationships.

6.2 Positively participate to help create a good team atmosphere.

6.3 To be constructive in communication with others, be cooperative and helpful and be supportive as needed.

6.4 Honest and trustworthy. Pleasant in nature.

6.5 Keep your line manager advised of matters which may affect the smooth running of the department.

7. COOPERATION WITH OTHER DEPARTMENTS: Carrying out of tasks with a spirit of cooperation and interest in the needs of other departments and their staff.

7.1 Demonstrate an understanding of other departments’ requirements and be supportive and helpful to them.

8. STOCK SECURITY: Being accountable for the secure retention of College and others’ stock and possessions.

8.1 Ensure that doors are locked as required and that keys are held securely.

8.2 Safeguard stock and ensure that wastage is minimised.

8.3 Safeguard and/or return other people’s property and/or pass to lost property for retrieval by the owner.

9. FOOD HYGIENE: Carrying out duties in a safe way so that no-one is put at risk from food hazards.

9.1 Attend training as required.

9.2 Maintain your own personal hygiene to the required standard and report any incidence of illness as defined within the HACCP policy.

9.3 Follow policy on the preparation, storage, etc of food as defined in the HACCP policy.

9.4 Adhere to all PPE requirements as in the PPE Policy

9.5 Ensure all temperature records are accurate and kept up to date.

10. HEALTH & SAFETY & OTHER LEGAL ASPECTS: The carrying out of duties so that self and others are not put at risk from general hazards.

10.1 Operate in a manner so as to ensure that you do not put yourself or others at risk.

10.2 Report any hazards that you observe.

10.3 Adhere to the Health & safety policy and procedures at all times.

10.4 Adhere to all licensing regulations.

10.5 To demonstrate good sustainability awareness and act accordingly.

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