



## **Kitchen Porter Job Description**

Halliford School is looking for two School Kitchen Porters to work term time only in our busy school catering environment. The hours will be 8:00am – 4:00pm.

### **Main Duties**

- Washing all utensils, pots, pans and dishes and making sure they are stored appropriately
- Unloading deliveries from suppliers
- Cleaning the food preparation equipment, kitchen appliances, floors and walls
- Report any fault or defect with kitchen equipment and/or unsafe practices to the Head Chef or person in charge
- Carry out any general dining room duties if required i.e. laying, clearing tables
- Assisting with the cleaning of the dining room after lunch, mopping the floor, wiping tables/chairs in preparation for the following school day.
- Waste bin removal and recycling removal.
- Carry out any other general dining room duties as required by the Catering Team
- Carry out any other general school duties outside of the kitchen as required by the Premise Team

Opportunity to assist with Evening lettings as arranged by the Catering Manager (additional payment).

Opportunity to assist with PTA Events held in the evening or Saturday.

### **Skills and Knowledge**

- To be thorough and pay attention to detail
- The ability to work well with your hands
- Patience and the ability to remain calm in stressful situations
- The ability to work well with others
- The ability to work on your own
- The ability to accept criticism and work well under pressure
- Physical skills like movement, coordination, dexterity and grace
- Excellent verbal communication skills
- To be able to carry out basic tasks on a computer or hand-held device



**Halliford  
School**  
SHEPPERTON

### **Benefits**

Our School is nestled near the picturesque River Thames in Shepperton and is served well by both public transport and major interconnecting roads. Benefits include free lunch during term time, use of on-site facilities such as fitness suite and small gym, term time morning yoga, a non-contributory pension and fee discounts for children following a successful probation.

### **Salary**

Halliford School offers a competitive pay structure.

Halliford School is committed to the safeguarding and welfare of every child and expects every member of staff to share this commitment. Any offer of appointment would be subject to an enhanced disclosure application to the Disclosure & Barring Service and satisfactory references.

Halliford School reserves the right to appoint upon receipt of applications.



Halliford  
School  
SHEPPERTON

### **Catering Assistant Person Specification**

- Self-motivation, energy and enthusiasm – plenty of stamina
- Reliable, trustworthy and happy
- The ability to carry out tasks quickly and competently
- The ability to follow instructions – to listen and learn fast
- Good spoken communication skills
- The ability to use your initiative and work in a team
- Understanding the importance of health and hygiene – adhere to health and safety legislation and food hygiene legislation
- Be well presented at all times
- Maintain professional knowledge and competence
- Carry out mandatory training i.e. H&S
- Adhere to all company policies and procedures