



**Halliford
School**
SHEPPERTON

Kitchen Porter Job Description

Halliford School are 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.

Process of Application

Please complete in full and as accurately as possible the application form, paying attention to the Job Description and Person Specification. If you have any queries regarding the application process, please do not hesitate to contact Mrs Maria Hartzenberg, the HR & Recruitment Officer, who will be delighted to assist you.

Telephone: 01932 234920

E-mail: maria.hartzenberg@hallifordschool.co.uk

Completed application forms should be e-mailed to the HR & Recruitment Officer to arrive no later than **12 noon, 25th March 2022**. However, please feel free to apply as soon as possible as applications will be considered upon receipt. We reserve the right to interview / appoint before the closing date. Please note that initial interviews will be held on-line at this stage.

On the day of interviews, all applicants will be asked to provide proof of identity and address.

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 Manage (additional payment).



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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

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.



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