

Job Description

Job title	Kitchen Porter	Date
Reports to (title)		
Contract/Department		Revision
Location		

Job purpose

Describe the overall purpose of the job in two or three sentences.

To perform and assist in a variety of tasks including cleaning, washing, carrying and other manual duties as requested by the kitchen team and to Baxter Storey policies and standards

Duties/responsibilities/accountabilities/deliverables

List the main aspects of the job, with an emphasis on duties and responsibilities for junior roles, and accountabilities and deliverables for more senior roles.

Specific Responsibilities:

- To clean and wash up all kitchen and service items in an efficient manner.
- To assist in the preparation of food as required.
- To keep the kitchen and restaurant areas in a clean and tidy state at all times.
- To operate heavy equipment according to manufactures instructions.

Client Service:

- To project a willing and helpful attitude to customers.
- To be customer focused at all times, approachable and quick to exceed expectations in fulfilling customer needs.

People:

- To treat your team members at location as you would expect to be treated.
- To co-operate with all team members and undertake duties in the kitchen / service areas as requested to ensure an efficient and effective service is delivered at all times.

Health & Safety, Food Safety, the Environment:

- To attend health and safety and food safety training courses as required.
- To ensure cleaning areas under your control are maintained to the company and COSHH standards.
- To rigorously follow the unit cleaning schedules.

Additional Responsibilities:

- To attend all location meetings as required.
- To show commitment to company values in all aspects of your role.

Job Description

- To act as a positive ambassador for the business.
- To attend to any reasonable request made by the client or Baxter Storey Management.

Resource responsibilities

Indicate the typical number of direct reports, financial responsibility, control over subcontractors and any responsibility for assets, systems or outsourced services.

Person specification

Describe the knowledge, skills, qualifications, personality and experience required for the job.

- Customer service experience
- Ability to communicate in basic written and spoken English
- Good organisational skills
- Ability to work on own initiative
- Ability to plan ahead
- Manual dexterity for quick, skilful handwork
- Smart, clean appearance
- Friendly, pleasant personality
- Reliable
- Respectful and able to gain respect
- Food Hygiene Certificate and understanding of COSHH desirable

Other factors relevant to the job

Enter any additional information which the job holder would need to know, for example: requirement for UK-wide travel, shift patterns, night working, call outs etc.

Job Description

--

Line Manager <i>Signature</i>	
Print Name	
Date	

Job Holder <i>Signature</i>	
Print Name	
Date	

<i>FOR HR USE ONLY:</i>					
<i>Job Grade</i>		<i>EMCOR Competency Level</i>		<i>Training Profile UTC</i>	