



The Tiffin Girls' School

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JOB DESCRIPTION: KITCHEN PORTER / CATERING ASSISTANT

GRADE	C
REPORTING	Responsible to: Catering Manager
KEY RELATIONSHIPS	<ul style="list-style-type: none"> • Catering Team • Teaching and support staff • Students
MAIN PURPOSE OF JOB	<ul style="list-style-type: none"> • Keeping kitchen areas clean and washing all cooking tools and utensils, regular bin duty. • Accept deliveries and put stock away • Responsible for moving furniture and equipment as required. • Ensuring serving areas are fully stocked and rotated.
Main Responsibilities	<ul style="list-style-type: none"> • To set up ready for service and clearing down after. • To assist with washing up, cleaning, stock control and rotation, and other tasks as directed by the catering manager • To maintain high standards of hygiene and cleanliness and meet the requirements. • To assist in the preparation of the dining area prior to and after service, including the cleaning, moving and/or setting up of furniture, trolleys and equipment • To provide a good standard of customer service to all users of the catering area. • To work as a team and undertake tasks as required • Transporting and selling food items, complying with EHO temperature control regulations, food hygiene practices • To assist in using cashless catering system and to input items if the network fails • To attend relevant training sessions. • To undertake first aid training and responsibilities as required. • To work within the school's Staff Code of Conduct • To perform any other duties, as may reasonably be required by the Headteacher, which are considered to be commensurate with the job purpose and grading of the post. <p>This job description will be altered as necessary to meet the changing needs of the school.</p>

**PERSON SPECIFICATION: KITCHEN PORTER /
CATERING ASSISTANT**

Essential	Desirable
Qualifications and experience:	
<ul style="list-style-type: none"> • Willingness to obtain Food hygiene certification • Willingness to obtain Allergy Awareness certification 	<ul style="list-style-type: none"> • Experience of working in a school or similar establishment.
Knowledge and skills:	
<ul style="list-style-type: none"> • Able to communicate effectively with people of all ages and levels. • Able to work quickly and safely in commercial kitchen • Able to wash kitchen utensils and equipment as required. • Able to carry out cleaning duties as required. • Able to carry out the duties of a cashier as required. 	<ul style="list-style-type: none"> • Knowledge of the importance of health and safety and food hygiene in a catering environment.
Personal qualities:	
<ul style="list-style-type: none"> • Able to form good relationships with students, staff and service users. • Able to follow direction from line manager. • Able to work flexibly to meet deadlines and respond to unplanned situations. • A commitment to the principles of healthy eating. • Commitment to the highest standards of child protection and safeguarding. • Recognition of the importance of personal responsibility for health and safety. • Commitment to the school's ethos, aims and its whole community. 	