



VICTORY SERVICES CLUB

## JOB DESCRIPTION KITCHEN PORTER

Job Title:	Responsible for:	Responsible to:
Kitchen Porter	Carrying out an efficient kitchen porterage service and to carry out a range of cleaning duties in accordance with work schedules and instruction.	Head Kitchen Porter, Shift Supervisor, Sous Chef, Head Chef

Primary Role:
<ol style="list-style-type: none"> <li>1. To correctly carry out cleaning duties of the kitchen and ancillary areas to the required standards in line with current legislation and organisational policy.</li> <li>2. To work alone or in teams to provide a kitchen porterage service to the Club.</li> <li>3. Work towards achieving the department's and organisation's objectives of continuously improving customer service.</li> <li>4. To accept your 'role' within the kitchen team in order to meet the demands of the Club's catering facilities.</li> </ol>

Specific Tasks:
<p><b>Organisational Responsibilities</b></p> <ol style="list-style-type: none"> <li>1. To have a full knowledge of all cleaning requirements within your area of responsibility and carry them out diligently and safely.</li> <li>2. Carry out and supervise specified cleaning in line with schedules and line management instruction.</li> <li>3. Ensure all kitchen waste is removed and correctly disposed.</li> <li>4. Carry out basic food preparation as required.</li> <li>5. To move kitchen resources including food and equipment to different areas of the Club.</li> <li>6. To maintain the cleanliness of kitchen equipment.</li> <li>7. Comply with all working instructions, identifying procedures and continually look for improvements in services and systems.</li> <li>8. Encourage on-going department/inter-department relationships, to include exchanging information to solve problems and make decisions.</li> <li>9. Be pro-active and diligent in the food and waste in areas of responsibility.</li> <li>10. Continually develop one's own skills and knowledge within the position.</li> <li>11. Continually monitor the quality of your work both visual and written checks.</li> <li>12. Ensure all areas of responsibility meet all legal and Club requirements in regards to Food Safety, Health &amp; Safety and COSHH identifying any deficiencies and taking action to resolve them.</li> <li>13. Keep the line management informed of all relevant matters and liaise over key porterage and non-specific issues.</li> <li>14. Ensure safe practices of work are adhered to at all times.</li> <li>15. Bring to the attention of line management any matter that might have an adverse effect on the department.</li> <li>16. Communicate effectively any requirements that may be required to complete tasks you are instructed to carry out.</li> <li>17. To comply with all handover procedures, all opening and closing procedures with particular emphasis on security and cleanliness of catering areas.</li> <li>18. Undertaking other duties as may be reasonably requested within the responsibilities of the post.</li> </ol>

<b>Health &amp; Safety and Environment:</b>
<ol style="list-style-type: none"> <li>1. Comply with the directives of the Staff Handbook.</li> <li>2. To attend relevant training events and meetings as required.</li> <li>3. Report for work at times stated on the roster changed and ready for work.</li> <li>4. To be properly dressed in clean protective clothing as required.</li> <li>5. Observe all requirements for personal, equipment and food hygiene practices under the current Food Safety Regulations.</li> <li>6. Ensure correct and safe use of all equipment.</li> <li>7. To take appropriate action in the event of a fire or accident ensuring that all power to catering equipment is switched off.</li> <li>8. To comply with best practice at all times.</li> </ol>

<b>Issued by (name/job title):</b>	<b>Signed:</b>	<b>Date:</b>

<b>Acknowledged by (name):</b>	<b>Signed:</b>	<b>Date:</b>