## JOB DESCRIPTION
### Kitchen Porter
Vacancy Ref: M233

<table>
<thead>
<tr>
<th><strong>Job Title:</strong></th>
<th>Kitchen Porter</th>
<th><strong>Present Grade:</strong></th>
<th>1</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Department/College</strong></td>
<td>Hospitality</td>
<td><strong>Directly responsible to:</strong></td>
<td>Head Chef &amp; Senior Chefs</td>
</tr>
<tr>
<td><strong>Supervisory responsibility for:</strong></td>
<td>None</td>
<td><strong>Other contacts</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Internal:</strong></td>
<td>Head of Hospitality, Assistant Hospitality Managers, FOH Supervisors, General Assistants, Staff and Students. Retail Managers</td>
<td><strong>External:</strong></td>
<td>Conference delegates and visitors.</td>
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</tbody>
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### Major Duties:
- To complete daily cleaning schedules detailed in daily compliance logs. Carry out cleaning duties as required
  - sweeping and mopping of floors, ensuring that all surfaces are hygienically cleaned, pot wash area clean and safely organised
  - fridges, shelving, food preparation areas, trolleys any other equipment
  - ensure sufficient chemicals are to hand for the days operation
  - report any equipment faults and hazards
- To ensure all rubbish, food waste and recyclable materials are removed and disposed of in the correct containers
- Assist with deliveries in and out of the kitchens
- To maintain excellent customer relations and to constantly strive to improve customer service.
- To correctly use equipment in line with departmental procedures.
- To work within EHO, COSHH, and University Health and Safety guidelines.
- To wear uniforms at all times in line with departmental policy
- To maintain a high standard of personal hygiene and work in a clean and tidy manner.
- To attend relevant training courses as directed by the department or university
- To undertake any other duties commensurate with the position or grade
- The position will require you to be based in our main production kitchen but also to work across campus in a variety of kitchens as required
- The work will include some extended hours, evening and weekend work in line with business demands