



Job Description

Job Title: Kitchen Porter (EAC)

Set in the heart of Loughborough University's world-leading sports facilities, this inspiring high-performance environment offers aspirational space for athletes, businesses and fitness enthusiasts to be the best they can be.

In this post you will be washing pots, keeping the kitchen clean, putting away deliveries and maintaining our café areas to improve the experience of our customers.

Duties and Responsibilities

Customer Service

1. Provide a level of service that exceeds customer expectations

Standards (quality) – practices and procedures

2. Remove and dispose of all kitchen waste and to carry out general cleaning tasks as instructed by the Chefs or Duty Manager.
3. Operate the dishwasher machine and maintain the standard of cleanliness for an efficient operation and report any faults/breakdowns.
4. Ensure that crockery & cutlery are cleaned, maintained to the highest standard of cleanliness and safely stored to prevent unnecessary breakage.
5. Cleaning and safe storage of all cooking pots and food preparation equipment and refrigerated areas.
6. Carry out heavy duty cleaning of equipment in the kitchen to the standards specified in the cleaning schedule and as directed by the Chefs or Duty Manager.

7. Operate and use any equipment in a satisfactory and safe operating manner to maintain efficiency of the equipment and useful working life. As laid down in the standards operating manual and manufacturer's handbook.
8. Assisting food service assistants and grill chefs with heavy lifting and manual handling tasks.
9. To maintain good conduct, discipline and motivation within the department

Training & Development

10. Attend relevant training courses to ensure that you are conversant with all the workings of the EHB kitchen, systems codes or practice especially with regards to Hygiene, Safety and COSHH regulations when using chemicals. Ask for further training if you feel inadequately prepared.

Communication

11. To liaise with the manager and other members of staff, with regards to the days business needs

Environment

12. To adhere to Imago environmental policy

Health and Safety

13. To undertake precautions to ensure the safety of others as well as oneself. Also ensure implementation of cleaning and housekeeping schedules ensuring that adequate standards of cleanliness and hygiene are maintained throughout the operation complying to statutory regulations, i.e. food hygiene, HACCP, COSHH and health and safety
14. To be aware of all relevant emergency and evacuation procedures

Other Related Activities and Functions

15. To undertake such other duties as may be reasonably requested with the nature and level of the business requirements
16. All duties must be carried out in a manner that supports Imago's commitment to equality and diversity.
17. The post holder may be required to work outside of normal contracted hours if necessitated by the exigencies of the business

18. The purpose of the job description is to indicate the general level of duties and responsibility of the post. The detailed duties may vary from time to time without changing the general character or level of responsibility entailed.

The list of duties is not exhaustive and may be varied from time to time according to changing demands.

It is essential that all employees adopt a flexible attitude towards their work, the duties involved and the hours of work in order that the demands of the EAC can be met. It is important that all staff are willing to work elsewhere if required by Imago

PERSON SPECIFICATION

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| | Essential | Desirable |
|-----------------------------|--|---|
| Experience | A willingness to undertake training as appropriate and to adopt new procedures as and when required | Experience of washing and maintaining general cleanliness of equipment and working areas within large kitchen areas |
| Skills and Abilities | <p>Ability to carry out all duties and responsibilities of this post, which includes cleaning kitchen equipment, floors, walls, preparation, cooking and storage areas</p> <p>Ability to follow correct and safe working practices</p> <p>Ability to communicate with colleagues, managers and customers as required</p> <p>Ability to work under pressure in a busy environment</p> <p>Punctual, flexible and reliable</p> <p>Ability to work effectively as part of a team and collaborate with others</p> | Use initiative and experience to ask questions and query systems in place |
| Training | No formal qualifications required | Basic Food Hygiene Certificate |
| Other | <p>Well presented with a pleasant and courteous manner</p> <p>Flexible, able to work shifts and weekends (own transport/local)</p> <p>Effective team player</p> <p>Evidence a good working knowledge of equal opportunities and understanding of diversity in the workplace</p> <p>Expected to wear Imago's corporate uniform whilst on duty</p> | |