



JOB DESCRIPTION

TITLE: KITCHEN PORTER

RESPONSIBLE TO: SUPERVISOR

RESPONSIBILITIES INCLUDE:

- Wash crockery and utensils
- Daily clean of kitchen areas
- Deep clean of kitchen equipment
- Keep stores areas neat and tidy
- Keep refrigeration and freezers organised
- Report failing equipment to Supervisor
- Report Health and Safety hazards to Supervisor
- Communicate effectively with staff
- Contribute to stock taking as required
- Provide Porter support with deliveries
- Provide porter support in all areas controlled by CHE
- Accept training to enable safe completion of duties
- Carry out other duties as may reasonably be required from time to time.

This job description should not be viewed as a legal document or a set of conditions of service and it can be reviewed at any time in light of the needs of City Hub Events.

Any amendments to the job description will be discussed with the line manager and post holder and subsequently confirmed in writing. This job description is current as at 31 January 2012 but will be updated in consultation with the post holder should circumstances change.

**KITCHEN PORTER
CITY HUB EVENTS**

PERSON SPECIFICATION

		ESSENTIAL	DESIRABLE
QUALIFICATIONS AND TRAINING	FOOD HYGIENE CERTIFICATE		X
	MANUAL HANDLING TRAINING		X
	HEALTH AND SAFETY AWARENESS		X
EXPERIENCE	AT LEAST 1 YEAR IN A SIMILAR POSITION		X
	WORKING WITH CHEMICAL CLEANING PRODUCTS		X
	DEEP CLEANING OF EQUIPMENT		X
KNOWLEDGE AND AWARENESS	AWARENESS OF HYGIENE SYSTEMS		X
	AWARENESS OF PLATE WASH SYSTEMS		X
	KNOWLEDGE OF STOCK ROTATION		X
	KNOWLEDGE OF HAZARD AWARENESS		X
SKILLS	EFFECTIVE COMMUNICATION SKILLS	X	
	ABILITY TO WORK IN A TEAM	X	
	ABILITY TO WORK FLEXIBLY	X	
	COMMITMENT TO HIGH STANDARDS	X	