



JOB DESCRIPTION

JOB TITLE: Kitchen Porter

Grade: Living Wage

Responsible to: Senior Catering Technician

Purpose of the job:

To work under the direction of the Catering Supervisor to support in the provision of an efficient, professional and cost effective catering service to both students and staff of the College.

MAIN RESPONSIBILITIES AND DUTIES:

1. To work as guided by rotas from the Catering Supervisor.
2. To comply at all times with department uniform standards.
3. To support the rest of the team in offering 1st class customer service and care.
4. To actively abide by the code of hygiene for the department and ensure it is maintained.
5. To contribute to the overall cleanliness of the kitchen/unit by following the weekly and daily cleaning programme, including washing up.
6. To support the Catering Supervisor with weekend and evening events if needed.
7. To ensure breaks are taken as directed by Catering Supervisor.
8. Must be willing to undertake appropriate training and staff development.
9. To be aware of the College's statement on Health & Safety and ensure a safe working environment for learners at all times.
10. To be aware of security arrangements at all times.
11. To attend staff meetings as required.
12. To carry out any other duties as may be required by the Principal commensurate with grade and nature of the post.
13. The post holder will be expected to comply with any rules and regulations which the Corporation may from time to time issue to ensure the efficient operation of its business and the welfare and interests of its students and employees.
14. To actively promote and embed equality and diversity within the College.
15. To actively contribute to the College's safeguarding children and vulnerable adult agenda.
16. In carrying out their duties the appointee must:
 - a) Comply with Health and Safety Regulations
 - b) Be aware of the College statement on Health and Safety.

PHYSICAL CONDITIONS

Place of Work

The principal place of work will be Bolton College's premises at Deane Road. However, the post holder may be required to work on either a temporary or an indefinite basis at any premises at which it may, from time to time, provide services or at other locations, mainly in the Bolton area when required, e.g. schools to promote the course.

Working Hours

The post holder will be expected to work such hours as are necessary for the proper performance of their duties and responsibilities. The post holder may, from time to time, be required to work on a Saturday or Sunday and evenings, in which case time off in lieu will be given during the normal working week.

Probationary Period

If the post holder is a new employee to the College, the first 9 months of employment will be a probationary period, during which the suitability of the post holder for the position will be assessed. The Corporation reserves the right to extend the probationary period, if, in its opinion, circumstances so require.

Appraisal

The post holder will be required to participate in a staff appraisal scheme approved by the Corporation.

In the interests of health and safety, smoking is not permitted in Bolton College.