

## DARLINGTON BOROUGH COUNCIL

### ECONOMIC GROWTH & NEIGHBOURHOOD SERVICES

#### JOB DESCRIPTION

<b><u>POST TITLE:</u></b>	Kitchen Porter
<b><u>PAY BAND:</u></b>	Band 1
<b><u>JOB EVALUATION NO.</u></b>	C2045
<b><u>REPORTING RELATIONSHIP</u></b>	The postholder will report to the Head Chef
<b><u>JOB PURPOSE:</u></b>	To assist in the preparation and delivery of the catering service using high standards of food hygiene, handling and safe working practices.
<b><u>POST NO.</u></b>	D10726 / POS000368
<b><u>PDR COMPETENCY FRAMEWORK</u></b>	Level 1, Expected Competencies for all employees

#### MAIN DUTIES/RESPONSIBILITIES

1. To ensure that the Highest standards of quality of product and outstanding customer service are delivered throughout all Dolphin Centre Catering outlets
2. Assist in preparation and delivery of an efficient catering service including:
  - Receipt and storage of goods inwards
  - Basic food preparation and finishing
  - Transportation of food to various locations
  - Washing up
  - Cleaning of kitchen and catering equipment
  - General kitchen duties
3. To work in compliance with the Health and Safety at Work Legislation and Food Hygiene and Handling requirements.
4. To ensure a high standard of work is attained in accordance with Quality Systems and current work practices.
5. To promote the catering service to the customers and community.
6. Carry out any other duties relevant to the post as required by the Head Chef.
7. The postholder may be required to provide a service within any other catering unit.
8. Ensure that you work in line with all the Council's policies and procedures and ensure that you are aware of your obligations under these.

9. Behave according to the Employees' Code of Conduct and ensure that you are aware of your obligations and responsibilities re. conflicts of interest, gifts, hospitality and other matters covered by the Code.
10. Carry out your role in line with the Council's Equality agenda.
11. To comply with health and safety policies, organisational statements and procedures, report any incidents / accidents/ hazards and take a pro-active approach to health and safety matters in order to protect yourself and others.
12. Any other duties of a similar nature related to this post that may be required from time-to-time.
13. Darlington Borough Council and schools with the Borough are committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.
14. This post is deemed to be a 'Customer Facing' role in line with the definition of the Code of Practice on the English language requirement for public sector workers.

Date: September 2014

**DARLINGTON BOROUGH COUNCIL**  
**ECONOMIC GROWTH & NEIGHBOURHOOD SERVICES**  
**PERSON SPECIFICATION**  
**KITCHEN PORTER**  
**POST NO – D10726 / POS000368**

All appointments are subject to satisfactory references.

Criteria No.	Attribute	Essential (E)	Desirable (D)
	<b>Qualifications &amp; Education</b>		
<b>1</b>	4 GCSE's A*-C or equivalent qualification.		<b>D</b>
<b>2</b>	Basic Food Hygiene Certificate		<b>D</b>
	<b>Experience &amp; Knowledge</b>		
<b>3</b>	Previous catering experience		<b>D</b>
	<b>Skills</b>		
<b>4</b>	Ability to be able to carry out simple food preparation	<b>E</b>	
<b>5</b>	Ability to be able to wash up and clean kitchen equipment	<b>E</b>	
<b>6</b>	Ability to be able to work to high standards of food hygiene, handling and safe working practices	<b>E</b>	
<b>7</b>	Knowledge of food hygiene		<b>D</b>
<b>8</b>	Knowledge of Health & Safety at Work		<b>D</b>
<b>9</b>	Able to demonstrate customer care skills		<b>D</b>
	<b>Personal Attributes</b>		
<b>10</b>	Able to remain calm under pressure	<b>E</b>	
	<b>Special Requirements</b>		
<b>11</b>	Ability to work extra hours as required	<b>E</b>	
<b>12</b>	Ability to work flexible shifts including days, evenings, weekends and Bank Holidays	<b>E</b>	

<b>13</b>	The ability to communicate at ease with customers and provide advice in accurate spoken English	<b>E</b>	
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