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*Our Vision:*

*To develop aspirational learners who strive for excellence academically, creatively and culturally, benefitting from a wide range of opportunities led by inspirational educators.*

**SHIRLEY HIGH SCHOOL**

**PERFORMING ARTS COLLEGE**

***“Striving for Excellence”***

**Job Description:**

Post: Kitchen Porter

Line Manager: Catering Manager

# Under the direction/instruction of senior staff: Assisting the Catering team in delivering the highest possible standard of food service to students, staff and visitors and ensuring the kitchen is clean, tidy, safe and hygienic.

**Areas of responsibility and guidance:**

**Duties:**

* Thorough cleaning of designated areas, sweeping and mopping of floors and ensuring that all kitchen appliances and surfaces are hygienically cleaned;
* Organising and washing pots, pans, small kitchen equipment, cooking utensils, food storage containers, plates and cutlery;
* Unloading deliveries;
* To report premises/equipment repairs and maintenance issues to the Catering Manager;
* To ensure lights and other equipment are switched off as appropriate;
* Rmoving and recycling waste from the kitchen;
* Attending training sessions/staff briefings as required, possibly outside the usual working day;
* Ensuring Health & Safety and Food Hygiene regulations are implemented;
* Working effectively with colleagues as part of a team;
* Promoting the service in the school and participating in special events;
* To ensure the uniform provided by the school is kept clean and tidy and worn at all times whilst at work;
* Carrying out any request by the Catering Manager as necessary to ensure the efficient running of the school kitchen and other duties as may be reasonably required.

**Support for the School:**

* Being aware of and complying with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person;
* Being aware of and supporting differences and ensuring all pupils have equal access to opportunities to learn and develop;
* Contributing to the overall ethos/work/aims of the school;
* Appreciating and supporting the role of other professionals;
* Attending relevant meetings as required;
* Participating in training and other learning activities and performance development as required;
* Occasional class cover supervision for absent staff.

**Personal Qualities:**

* Reliable and conscientious pastoral leader with high expectations in line with the school;
* Demonstrate great communication skills with all within the school community;
* Neat appearance in line with the school policy;
* Ability to work as part of a successful team and work effectively under pressure;
* Have the determination and resilience to ensure that all students are challenged in all aspects of school life.

**Think Green:**

* Support the school in demonstrating good environmental practice (such as energy efficiency, use of sustainable materials, recycling and waste reduction) wherever possible in day-to-day work.

**Safeguarding and Child Protection:**

* To reinforce and enforce the school's commitment to safeguarding and promoting the welfare of children and young people.
* Uphold the duty of care to ensure that if there are any concerns relating to the welfare or safety of a child they are immediately relayed to the Designated Person(s) with responsibility for safeguarding children

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| Essential | Desirable |
| Understanding of hygiene procedures, H&S and Food hygiene regulations | Basic Food Hygiene Certificate  (or a willingness to train) |
| Ability to carry out tasks quickly and remain calm under pressure | Experience within a similar role |
| Use and clean catering equipment and machinery | Experience working within a school environment in a similar role |
| Good communication skills |  |
| Ability to use own initiative and work as part of a team |  |
| Display a commitment to the school’s equality policies |  |

We want all at SHS to believe in and maintain the values of our school:



Signature: ……………………………………………………………………… Dated: …………………………………………………….