

## BRACKNELL FOREST COUNCIL

### JOB DESCRIPTION

Job Title: Kitchen Porter – In School	Location: Binfield Primary School
School: Binfield Primary School	Grade/Salary Range: BG-K Scale point 3 (£12.85 per hour)
	Working Pattern: 10 hours per week (either 11.30am to 1.30pm or 12 to 2pm) Monday to Friday, Term Time only. All staff are required to work on the first inset day at the start of the new school year.

<b>JOB PURPOSE</b>
To support the smooth and efficient operation of the school kitchen by maintaining high standards of cleanliness, hygiene, and safety, ensuring that catering staff are able to deliver a high-quality food service to pupils and staff.

<b>DESIGNATION OF POST AND POSITION WITHIN SCHOOL STRUCTURE</b>
To report to the Chef Manager.
<b>MAIN DUTIES AND RESPONSIBILITIES</b>
Key duties: <ul style="list-style-type: none"><li>• Maintain cleanliness of the kitchen, dining areas, and food preparation areas in line with food hygiene and health &amp; safety regulations</li><li>• Wash up crockery, cutlery, trays, and kitchen equipment, using both manual and mechanical methods</li><li>• Assist with the clear down of the kitchen after service</li><li>• Dispose of waste correctly, including food waste and recycling, following school procedures</li><li>• Ensure floors, surfaces, and equipment are kept clean and safe at all times</li><li>• Report any maintenance, equipment faults, or health and safety concerns to the Chef Manager</li><li>• Follow all school policies relating to safeguarding, health &amp; safety, and hygiene</li><li>• To assist in the serving of food and beverages where necessary</li><li>• Any such other duties as be necessary, compatible with the nature of the post.</li></ul>

<b>SCOPE OF JOB (Budgetary/Resource Control, Impact)</b>
There is no budgetary or supervisory responsibilities within this job role.

**BRACKNELL FOREST COUNCIL**  
**PERSON SPECIFICATION**

Job Title: Kitchen Porter – In School	Section: Binfield Primary School
School: Binfield Primary School	Grade/Salary Range:

KEY CRITERIA	ESSENTIAL	DESIRABLE
<b>Qualifications and Training</b>	<ul style="list-style-type: none"> <li>• Good standard of general education</li> </ul>	
<b>Competence Summary</b> (Knowledge, abilities, skills, experience)	<ul style="list-style-type: none"> <li>• Able to work to specified procedures consistently and within timescales</li> <li>• Able to understand written instructions/information</li> <li>• Good communication skills</li> <li>• Confidence in dealing with children and teaching staff using good communication skills in a variety of situations</li> <li>• Conscientious</li> </ul>	<ul style="list-style-type: none"> <li>• Previous experience of working in a catering environment or school kitchen or dining area desirable but not essential</li> </ul>
<b>Work-related Personal Requirements</b>	<ul style="list-style-type: none"> <li>• High standards of personal hygiene</li> <li>• Ability to complete tasks speedily and accurately</li> <li>• A pro-active and flexible approach to work</li> <li>• Ability to maintain and follow health and safety regulations</li> <li>• Ability to maintain and follow food hygiene regulations</li> <li>• Ability to communicate effectively with colleagues, pupils, staff and visitors</li> <li>• Ability to work either alone or as part of a team</li> <li>• Capable of acting calmly and resourcefully in emergencies</li> </ul>	

<b>Other Work Requirements</b>	<ul style="list-style-type: none"><li>• Participate in training and development opportunities</li><li>• Suitability to work with children</li></ul>	
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