



JOB DESCRIPTION

JOB TITLE:	Kitchen Porter
GRADE:	G (3-5)
REPORTING TO	Assistant Service Delivery Managers and Food Production Chef
RESPONSIBLE FOR:	no staff responsibility
DEPARTMENT:	Service Delivery
DATE:	June 2025

Job Purpose

To ensure that all kitchen, storage and Café/restaurant dining and server areas are clean and hygienic to the defined standards and undertake ware-washing machine operation. To assist the chefs with basic food preparation and to ensure that deliveries are put away into the correct storage area. Assisting service delivery team members in clearing meeting rooms when needed.

Key Accountabilities & Main Tasks

- Ensure the standards of cleanliness are achieved and maintained in all kitchen, food preparation, food storage areas and the Café/restaurant server area including walls (up to 6ft), floors, corridors, fridges & freezers, pot and ware-wash areas, fixtures and fittings. This involves daily and periodic cleaning in accordance with the cleaning schedules and minimum quality standards.
- Ensure that all plates, glasses and cutlery are polished and stored clean ready for use.
- Ensure all kitchen utensils, pots and pans etc. are washed and stored clean and dry and in the correct storage location.
- Assist the chefs and Food Production Chef as directed with basic food preparation tasks (e.g. vegetable preparation, cutting sandwiches), complying with hygiene regulations and assisting with the food service as necessary.
- Clear rooms on departure of equipment, including the removal of catering to allow for a quick turnaround between sessions.
- Put away deliveries goods into storage areas, ensuring goods are correctly stored on rotation system following the FIFO rule.
- When receiving deliveries to ensure the invoice tracker form is completed, the temperature of chilled and frozen goods is recorded on delivery and that any discrepancies or damaged goods are reported to management.
- Dispose of rubbish and clean out bins in line with requirements.
- Comply with all company and statutory regulations relating to Health and Safety, safe working practices, hygiene, cleanliness, Fire and COSHH.
- Immediately cease using and report any faulty equipment to management.
- Ensure high standards of personal hygiene, appearance and cleanliness at all times.
- Immediately report any incidents of accident, fire, theft, suspicious persons or belongings, loss, damage or other irregularities to management.
- Assist in helping to maintain a conscious approach to security and sustainability within the building.

- Attend training courses and meetings as necessary to maintain standards in the operation and assist in carrying out the job role efficiently.
- Undertake any other relevant duties as reasonably required by management. (during off peak periods this could involve other duties in other departments).

Use of Resources

- To use given resources as directed.

Communications

Internal: 95% **External:** 5%

Communicating with other staff members of the service delivery department.

Communicating with delivery drivers, external contractors.

Minimal customer contact.

Working Conditions

The role involves prolonged periods of standing on your feet, moving of equipment / furniture, manual handling and working with chemicals.

Over 95% of the time is spent in the kitchen which has extreme temperatures (both hot and cold), steam, hot liquids and knives.

Due to the nature of the catering and hospitality operation the role sometimes requires lone working.

Working Patterns

The nature of the operation means differing shift patterns between the hours of 0700 and 2300 Monday to Sunday.

Other Responsibilities

- There are multiple kitchen and food service areas. The role is expected to prioritise tasks in these areas.
- The post is guided by precedent and defined organisational policies, procedures and codes of conduct. (E.g. cleaning schedules, delivery standards).
- Ensuring that BYM's Safeguarding Policy is adhered to in all aspects of the role.
- Ensuring that Britain Yearly Meeting's Equal Opportunities Policy is adhered to in all aspects of the role.
- Ensuring that Britain Yearly Meeting's Health & Safety Policy is adhered to at all times.
- Ensuring that Britain Yearly Meeting's commitment to sustainability is adhered to in all aspects of the role.
- Ensuring that Britain Yearly Meeting's Staff handbook is adhered to at all times.
- A commitment to championing equity, diversity and inclusion in our workplace community

SAFEGUARDING REQUIREMENTS:

- Completion of mandatory training modules on safeguarding adults and children, including annual refresher training.

**PERSON SPECIFICATION
KITCHEN PORTER**

Job Title:	Kitchen Porter
Department:	Service Delivery
Date:	June 2025

Essential Skills & Knowledge

- Good organisational skills, following set procedures with an ability to take the initiative when required.
- Able to use cleaning equipment safely and correctly.
- Demonstrable ability to work as a team player.
- Competent in making operational decisions on a daily basis.
- Knowledge of and sympathy with Quaker values.
- Ability to communicate in spoken and written English.
- A good understanding of equity, diversity and inclusion in the workplace

Essential Experience

- Previous experience of working in a kitchen environment.
- Experience of using cleaning chemicals.

Desirable Experience

- Previous experience of basic food preparation (e.g. Sandwich preparation, basic vegetable preparation)

Essential Training & Qualifications

- Food Hygiene Certificate.

Desirable Training & Qualifications

- Recognised Health and Safety qualification.

Competencies

The postholder is expected to demonstrate Quaker Values, Hospitality Commitments and the following Hospitality & Facilities competencies:

Team Work: *Works effectively with others and builds positive relationships*

- Coordinates well with others.
- Is visible and approachable.
- Treats everyone fairly and equally.
- Is open and honest.
- Is helpful, respectful and friendly.

Planning & Organising: *Organises and delivers tasks in a decisive and timely manner*

- Completes set tasks on time.
- Works quickly and accurately to complete tasks.
- Understands how long things take.
- Takes ownership of tasks.
- Is ready to help and start on time.

Working responsibly: *Uses resources (people, technology, finance, supplies and equipment) responsibly ethically, delivering to internal processes and standards*

- Reports damage, shortage or excess of resources.
- Uses eco-friendly products, as available.
- Understands and follows internal processes for the job role.
- Attends training and meetings to maintain standards.
- Knows how to access technology.

Customer focus: *Understands customer needs and builds effective customer relationships*

- Professional, friendly and welcoming.
- Listens to the customer.
- Responds to customer requests.
- Assists customers in a positive manner.
- Willingly offers help and redirects customers as appropriate.

Job Description and Person Specification Agreement

Post holder signature:

Manager signature:

Date: