JOB AND PERSON DESCRIPTION

JOB DESCRIPTION

Job title: Kitchen porter
Department: Catering
Job purpose: Clean plates, cutlery, kitchen equipment and kitchen

Specific duties:
- Wash crockery and cutlery using commercial dishwasher
- Wash cooking equipment
- Maintain cleaning schedule
- Use appropriate chemicals for cleaning
- Assist catering staff when required
- Remove all waste as and when required to appropriate recycling bins
- Maintain chemical store, reorder when required
- Store deliveries
- Work in a team

Works with: • All catering staff

Responsible for: • Maintaining high standards of kitchen hygiene

Responsible to: • Head of Department, the Catering Manager

PERSON DESCRIPTION

<table>
<thead>
<tr>
<th>Essential</th>
<th>Desirable</th>
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</thead>
<tbody>
<tr>
<td>Qualifications: • Good spoken English</td>
<td>• Basic food hygiene</td>
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<tr>
<td>Experience: • Experience in similar role</td>
<td>• Food preparation skills</td>
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<tr>
<td>Skills: •</td>
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<tr>
<td>Special requirements: • Weekend and evening work</td>
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</tbody>
</table>

REVIEW

These job and person descriptions are non-contractual

Current incumbent: New

Reviewed by Head of Department:

Signature:

DARWIN COLLEGE
CAMBRIDGE - CB3 9EU
Registered Charity Number 1141105
Name: Ivan Higney

Date: 18-01-2017

Seen by Domestic Bursar:

Date: