



BARNARD CASTLE SCHOOL

JOB DESCRIPTION	
Title:	Kitchen Porter
Responsible to:	Catering Manager (in his absence Head Chef)
Reporting to:	Head Chef and Cooks
Department:	Support – Catering

Hourly rate: National minimum wage rates	Hours per week: 37
---	---------------------------

Purpose:	The purpose of the role is to support the Catering Manager and Head Chefs in ensuring the delivery of the highest quality food service during term time and also during School holidays and at hospitality events.
Duties :	<p>General</p> <ul style="list-style-type: none"> • To be support the efficient delivery of a high quality, customer-oriented food production service which meets the needs of the pupils, staff and visitors to the school and maintains departmental standards by being responsible for the cleanliness of the kitchens, associated areas, equipment and utensils. • Assisting with the movement of stores. • Ensuring appropriate waste management. <p>Specific</p> <ul style="list-style-type: none"> • Maintaining all catering utensils in a clean and dry condition. • Keeping the utensil storage areas clean and tidy • Reporting any equipment breakages to the Catering Manager. • Keeping the sink area clean and tidy at all times and the floor clear of all food particles. • Cleaning staticcatering equipment as directed by the Cooks/Head Chefs • Filling, positioning and cleaning all drinks dispensers. • Unloading and storing deliveries • Rotating stock appropriately. • Ensuring all waste is removed from kitchen area and appropriately stored. • Assisting in the wash up area during busy service. • Maintain the highest standards of health, hygiene and safety. • To immediately report all accidents, near misses, damage or breakages to

	<p>the Catering Manager.</p> <ul style="list-style-type: none"> • To actively assist in ensuring a five star food hygiene rating. • To ensure that the Catering Department is opening and closed at the required times and secured when not in use. • To undertake any other tasks appropriate with the duties and responsibilities of the post • To attend any relevant training sessions to ensure that you are fully equipped to perform your role effectively
--	---

PERSON SPECIFICATION	
Essential Requirements:	Desirable Requirements:
<ul style="list-style-type: none"> • Ability to carry out all aspects of the role to a high standard at all times • Excellent social and verbal communication skills • Positive attitude • Approachable and flexible. • A common sense approach. • Must be able to work on own initiative, and with resilience. • The ability to organise workload and multi-task. • The ability to work without direct supervision. • The ability to work as a member of a team • Excellent attendance and punctuality • Highly motivated with a drive to introduce continuous improvement. • Reliable 	<ul style="list-style-type: none"> • Certificate in food hygiene training • Certificate in First Aid. • Certificate in Health and Safety including Knowledge of COSHH regulations, safe storage and working practices • Experience of delivering a catering service in a high volume environment. • Experience of working in a boarding school or residential environment. • An awareness of child protection and safeguarding procedures/ The Children’s Act • An understanding of Keeping Children Safe in Education. • An awareness of National Minimum Standards in Boarding.

Minimum Training
The following training courses are considered to be a minimum requirement for the post and will be planned as appropriate to support the role, responsibilities and duties undertaken: -
<ul style="list-style-type: none"> - Health and safety - Fire safety awareness - Food Hygiene - Child protection and safeguarding

All employees of Barnard Castle School (BCS) are expected to:-
<ul style="list-style-type: none"> • Actively follow, uphold and promote BCS policies, in particular equal opportunities, fire, health and safety and safeguarding. • Be responsible for considering the Health and Safety of themselves and others as an integral part of their job. • Maintain an awareness and observation of fire regulations • Undertake safeguarding training and understand safeguarding obligations • Carry out any other duties as are within the scope, spirit and purpose of the post as requested by the line manager/SMT • Demonstrate their ongoing commitment to delivering the highest standards through their department's delivery of service. • To establish good standards of communication with all stakeholders • To take an interest in how the School operates • To be an appropriate role model of reliability, behaviour and appearance.

Barnard Castle School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Last updated: November 2020	Name: Margaret Alderdice

Appointment Terms & Conditions
Paid Holidays:
Pro-rated equivalent of 20 days per annum plus bank holidays. Holiday year runs 1 st September to 31 August. As a boarding School, some public holidays (usually May Day) are a normal working day and a lieu day can be taken in School holiday working weeks for this.
Probationary period:
6 months
Notice:
During the probationary period by School and Employee is one week in writing. Post probationary is 1 month.
Absence:
Entitlement to Statutory Sick Pay (SSP) only during first year. School sick pay as detailed in contract will apply in 2 nd and later years.

Pension Scheme: In accordance with the Pension regulations 2013, eligible job holders will be automatically enrolled into the Occupational Pension Scheme with Pensions Trust.
Medical: The post holder will be required to complete a medical declaration at the start of employment.

Applications
Please send completed application form together with a letter of application to:
Mrs Margaret Alderdice Bursar's PA Barnard Castle School Barnard Castle Co Durham DL12 8UN hr@barneyschool.org.uk Tel: 01833 696098
Applicants may telephone to discuss matters relating to the advertised post with the Catering Manager, Marcus Baker on 01833 690222
Please note: Only applications containing the requested information will be considered.
Closing date: Applications will be considered as they arrive.

Applicants should read carefully the application procedure – guidance for applicants, Policy on the Recruitment of Ex-offenders and the Disclosure policy and the Safer Recruitment policy. Barnard Castle School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974 and all applicants will undergo child protection screening, including checks with past employers and an enhanced DBS and Barred list check with Disclosure and Barring Service. Barnard Castle School is an equal opportunities employer.
--

