

JOB DESCRIPTION

Post: Kitchen Porter

Responsible to: Head Chef

Summary of post: To ensure that the fabric of the kitchen and all of its equipment, including everything that is used in the storage, preparation and service of food is maintained to the highest hygienic standards of cleanliness and tidiness

Canterbury Cathedral is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All post holders and volunteers are expected to share this commitment

Hours of work: 15 hours per week, including evenings and weekends

PRINCIPAL TASKS

- Ensure that all crockery, cutlery and glassware is washed and polished in a timely way to keep abreast of service needs.
- To ensure that all kitchen utensils are cleaned quickly, thoroughly and timely.
- To maintain the kitchen floors, walls, work surfaces, ovens, extraction canopy, fridges, equipment and utensils to the very highest standard to meet all current health and hygiene regulations ensuring the kitchen is ready to pass any in-house or government body inspections at all times.
- To assist the chefs in putting deliveries into store and checking against delivery notes.
- To be part of the team and assist with other duties when required.
- To be prepared to undertake training as directed by the General Manager.
- To be aware of hygiene, fire and health and safety policy and procedures.
- Take reasonable care for the health and safety of yourself and other people who may be affected by what you do or do not do at work.
- Co-operate with the management of the Chapter of Canterbury to enable it to comply with any prohibitions and requirements imposed on it by the relevant health and safety legislation.
- Refrain from interfering with or misusing anything provided by the Chapter of Canterbury in the interests of health, safety and welfare.
- Inform your Manager of any shortcomings in Chapter's arrangements for carrying out the Health and Safety Policy.

- Use all equipment in accordance with your training and instructions and report to your Manager any defects in plant, equipment or premises that could present a risk to health and safety.
- Carry out any reasonable task that may be required by management.

PERSON SPECIFICATION

By embracing the Cathedral's Code of Conduct, demonstrate the commitment to creating a positive, inclusive and respectful community at Canterbury Cathedral, where everyone can flourish and contribute to making real in this place the gift of 'life in all its fullness'.

ESSENTIAL KNOWLEDGE AND SKILLS

- Self-motivated and able to work both independently and collaboratively
- Understanding of and sympathy with the aims and purposes of the Cathedral, its mission and ministry.

DESIRABLE KNOWLEDGE AND SKILLS

- Food Hygiene Certificate
- First aid Certificate

PERSONAL ATTRIBUTES

- Organised.
- Must be flexible in approach to working times as this position includes working irregular days to match the business demands, which includes availability on the weekends and evenings.
- Must be fit and active enough to carry out the responsibilities of the position which will include heavy lifting and bending.

ADDITIONAL REQUIREMENTS

A satisfactory disclosure from the Disclosure and Barring Service may be required upon employment. This position is exempt from the provision of Section 4(2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. The grounds on which it is exempt are that in the normal course of your duties you will have access to persons under the age of 18, and that your normal duties will be carried out wholly or partly on the same premises where the provision of training to persons under 18 takes place. Applicants are therefore not entitled to withhold information about convictions which for other purposes are "spent". The DBS Code of Practice is available on request, alternatively you can obtain it from the DBS website www.homeoffice.gov.uk/dbs

LOCATION

Canterbury Cathedral Precincts

EQUALITY STATEMENT

The Dean and Chapter recognises that discrimination and victimisation is unacceptable and that it is in the interests of the organisation and its employees to utilise the skills of the total workforce. It is the aim of the organisation is to ensure that no employee or job applicant receives less favourable facilities or treatment (either directly or indirectly) in recruitment or employment on grounds of age, disability, gender / gender reassignment, marriage / civil partnership, pregnancy / maternity, race, religion or belief, sex, or sexual orientation.

This job description is provided to assist the post holder to know their principal duties. It may be amended from time to time in consultation with the post holder, by, or on behalf of, the Head of the Department, without change to the level of responsibility appropriate to the grading of the post.

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