



Westcott House JOB DESCRIPTION

This job description is a guide to the work you may be required to undertake but does not form part of your contract of employment and may change from time to time to reflect changing circumstances.

JOB TITLE:	Kitchen Porter
REPORTS TO:	Catering Manager
STAFF RESPONSIBLE FOR:	None
HOURS OF WORK:	6 hours per week
SALARY:	£10.00 per hour

MAIN PURPOSE OF THE JOB:

To assist the catering team in the busy College kitchen by helping out with food preparation tasks, cleaning of kitchen, dining and food service areas and washing up.

BACKGROUND

Westcott House is a small college of about 50 students in the centre of Cambridge, training men and women for ordained ministry in the Church of England. The catering department consists of a small team serving approximately 60 lunches and 50 evening meals per day Monday to Friday during term time.

KEY TASKS AND RESPONSIBILITIES:

1. To assist with serving meals to students and staff as and when required.
2. To help with basic food preparation as and when required.
3. To assist with keeping the serving area clear and replenishing food when required, in order to maintain an efficient service.
4. Cleaning of kitchen areas, dining hall tables and food service area
5. To wash up all used pots, pans, utensils, cutlery and crockery.
6. Ensure adherence to Food Safety Level 2
7. Ensure adherence to Health and Safety, security and other College policies at all times.
8. Undertake any other reasonable duties to ensure the efficient running of the department

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