**Defence**

JoB description

|  |  |  |  |
| --- | --- | --- | --- |
| Position Title | Kitchen Porter | Department | Operational |
| Generic Job Title | Kitchen Porter | Segment | Defence |
| Team Band | Unbanded | Location | ATR Winchester |
| Reports to | Catering Manager | Office / Unit name | ATR Winchester |

## ORGANISATION StRUCTURE

Catering Manager

Mess hand Supervisor

Head of Talent

**KITCHEN PORTER**

**Job Purpose**   
  
To assist the kitchen staff and be responsible for :

* Working Pot wash area and washing up of all equipment
* Cleaning of all fixtures and fittings and equipment in kitchen
* Cleaning of walls below and floors
* Cleaning of dining rooms to ensure expected standards are maintained for meal service
* Support Putting away store goods on arrival
* Follow cash company procedures when using Epos tills
* Serving customer in line with company portions size and compliantly with allergen training

#### Accountabilities or “what you have to do”

* Comply with all company and statutory regulations relating to Health & Safety, safe   
  working practices, hygiene, cleanliness, fire and COSHH. This will include awareness of any specific hazards in the work place.
* Provide high personal standards of performance, hygiene, appearance and cleanliness at all times.
* Ensure that the company's standards of cleanliness are achieved and maintained in pot wash, fixtures and fittings, pots, pans, cutlery, crockery, glassware, storage area etc.
* Ensure the cleanliness and tidiness of the kitchen and stores.
* Participate in any necessary training and team meetings to complete job responsibilities to the company’s and client’s standards e.g. health & safety, food hygiene.
* Work as a team to promote harmonious working relationships within the Sodexo team
* Assist at any special ad-hoc functions, some of which may occur outside working hours.
* Report immediately any incidents of accident, fire, theft, loss, damage, unfit food or other

irregularities and take such action as may be appropriate.

* Report immediately and cease to use any equipment which has gone faulty.
* Cover in other areas during periods of holidays and sickness.
* Serve customers using Epos tills in line with company cash procedures
* Carry out other reasonable tasks as directed by management

**Key Performance Indicators (KPIs)** **or “What it will look like when you are doing the job well”**

* Comply with Company and statutory regulations relating to safe systems of work, health & safety, hygiene, fire cleanliness and COSHH.
* To deliver a consistent level of service, within the Company’s standards, to the contract specification and agreed performance, qualitative and financial targets.

#### Dimensions

|  |  |
| --- | --- |
| ***Financial*** |  |
| ***Other*** |  |

#### Skills, Knowledge and Experience

Essential

* Previous experience in a similar role
* To be able to demonstrate good customer service skills

#### Contextual or other information

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| --- | --- | --- | --- |
| Version | V3 | Date | 12/06/2019 |
| Document owner | Ben Davis | | |