

Job Description:
Kitchen Porter

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| Function: | Operational |
| Position:  | Kitchen Porter  |
| Job holder: | TBC |
| Date: | TBC |
| Immediate manager  |  |
| Additional reporting line to: | Michael Silk |
| Position location: | Colchester - Montgomery |
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| 1. Purpose of the Job  |
| Working within the largest integrated catering, retail and leisure facility on Merville Barracks, home to the British Army’s rapid response brigade and delivering the largest food offer across the entire Defence contract, your main role is to deliver an outstanding service to every customer every time. Being an active part of a large team of Chefs, Kitchen Porters, Coffee Shop Retail Assistants and Retail Assistants you will play a crucial role in achieving Sodexo’s mission statement of being a world leader in quality of life services. Your role is primarily to make sure that all Health & Safety, Food Safety and COSHH regulations are adhered to within Montgomery Kitchen. You may be required to support in other areas of the building during key service times. You will be required to support Front of House operations during key meal timings by clearing trays, cleaning tables, cleaning hotplates etc.  |

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| 2. Dimensions |
| Revenue FY14/15: | £873k | EBIT growth: | tbc | Growth type: | n/a | Outsourcing rate: | n/a | Region Workforce | tbc |
| EBIT margin: | tbc |
| Net income growth: | tbc | Outsourcing growth rate: | n/a | HR in Region  | tbc |
| Cash conversion: | tbc |
| Characteristics  | *
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| 3. Organisation chart  |
| Centre Manager↓Head Chef↓KP Supervisor↓KP |

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| 4. Context and main issues  |
| * Maintain levels of quality, cleanliness, food safety and hygiene in line with company SEMS, Safeguard and local authority regulations i.e. EHO, HSE.
* Embrace and grow a ‘zero accidents culture’ within your team by ensuring the accurate reporting of near misses and accidents as well as reporting any equipment defects to the helpdesk in line with company procedure.
* Ensure the correct storage and disposal of foods and cleaning chemicals in line with company policies and procedures.
* Knowledge of health & safety and food safety
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| 5. Main assignments  |
| * Ensure COSHH cupboards are stocked correctly and kept tidy.
* Ensure all company documents are completed with integrity and that due diligence is practised at all times.
* Undertake any other reasonable task as directed by the Centre Manager.
* Continue to develop one’s own skills and knowledge within the position.
* Attend weekly team huddles to maintain levels of communication across the team.
* Complete minor food preparation tasks as necessary to assist with food service.
* Be in attendance at core meal times ensuring that all customers receive the best possible service.
* Adhere to the uniform and personal hygiene policy as detailed within Company Induction pack.
* Able to work on own initiative within a team environment.
* Work with and support all units/departments within the centre to ensure all aspects of the contract are delivered at all times.
* Report any defects to helpdesk – 6000.
* Report any near misses and accidents to the Head Chef.
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| 6. Accountabilities  |
| * Communicate effectively with the line manager, team and Client.
* Meet all Health and Safety, Food Safety and COSHH regulations pertinent to your position.
* Employee engagement and IIP
* To be a Brand Ambassador for Sodexo
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| 7. Person Specification  |
| Essential* Good communication skills, must be able to demonstrate effective verbal communication
* Knowledge of health & safety and food safety
* Able to work on own initiative within a team environment
* Able to demonstrate attention to detail and adherence to standards

Desirable* IOSH and CIEH qualifications or equivalent
* Proven track record of employment within the catering/hospitality industry
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| 8. Competencies  |
| * Innovation & Change
* Brand Notoriety
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| 9. Management Approval  |
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| Version | 1 | Date | 21/10/15 |
| Document Owner | Michael Silk |

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| 10. Employee Confirmation |
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| Signed: |  | Date: |  |

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