

## **JOB DESCRIPTION**

**POST TITLE:** Kitchen Porter

**DIVISION/UNIT:** Facilities Services

**GRADE:** 1

**RESPONSIBLE TO:** Hygiene Supervisor

**RESPONSIBLE FOR:** N/A

### **Job Purpose**

To ensure that the CPU Food Production areas are maintained in a clean and safe condition in relation to catering equipment, hygiene, transportation and storage.

### **Main Duties and Responsibilities**

1. Ensure that Safe Working Practices are adhered to, in accordance with Health and Safety Legislation and Tayside Contracts' Occupational Health and Safety Policy.
2. Uphold and embrace Tayside Contracts vision and values by working in partnership with internal colleagues, external clients and other stakeholders to deliver an efficient and effective service.
3. Treat all individuals with dignity and respect and support Tayside Contracts' Equality and Diversity Policy.
4. Remove light equipment from production and portioning areas to the wash up area and once cleaned, return to the appropriate area and store safely.
5. Clean boilers and bratt pans etc. within the cook suite as directed by the Hygiene Supervisor.
6. Carry out a deep clean of kitchen equipment as directed.
7. Clean kitchen drains as directed.
8. Regularly remove refuse from the catering areas.
9. Ensure all cleaning duties, as detailed on the cleaning schedule, are carried out.
10. Carry out any other kitchen hygiene duties as appropriate.

### **NOTE**

You will be required to undertake other duties appropriate to your grade as directed.

Working Environment	2
Physical Coordination	2
Physical Effort	5
Mental Skills	1
Concentration	1
Communication Skills	1
Dealing with Relationships	1
Responsibility For Employees	1
Responsibility for Service to Others	1
Responsibility for Financial Resources	1
Responsibility. For Physical & Info	2
Initiative & Independence	1
Knowledge	1