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| **Kitchen porter**  **Kitchen** | | | |
| **Based** | Royal Society of Medicine | **Travel** | Works at 1 Wimpole Street. |
| **Reports** | Directly Manager of none | **Reports to** | Paul Kennison  Executive Head Chef |
| **Seniority** | Team member, | **Hours** | 40 hours full time,7 days a week shift work. Shift pattern are 6.30-15.00.  Needs to be flexible as long hours could be required on busy days up to 12 hour a day, overtime will be paid, if someone phones in sick you will be required to cover the shift this could mean a 12–15-hour day. |
| **Key areas of influence** | * To ensure that Company, Client and Statutory regulations regarding health and Safety, Fire and Security are compiled at all time. * To ensure compliance with statutory and Company regulations concerning SSOW towards task with dangerous equipment are compiled at all time. | | |
| **Key contacts** | **Internal**  Exec Head chef  Purchasing supervisor  Senior sous chef  Sous chefs  Chef de parties  All other catering chefs and porters with-in the department  Head of conferencing and event  Conferencing and event managers  Conferencing and event Supervisor and waiters  Food services manager  Food services supervisor and waiters  **External:**  None | | |
| **Facts and Figures** | | | |
| * To oversee all Food, H&S Safety Management & polices * Daily washing of plates, glass, and cutlery * Daily Cleaning of kitchen areas * Daily waste Management * To assist in light chef duties * To assist other back of house porter duties in the moving and set up of events * To carry out any other reasonable duty that may be requested by management that pertains to the total operation of The Royal Society of Medicine * To assist in stock taking as and when required * To assist with special functions and other areas of service where necessary * Promote a friendly, helpful, and professional Catering service. | | | |
| **Key Outcomes (Role Purpose)** | | | |
| To assist in the running of the back of house from washing up, glass cleaning, cleaning of all kitchen areas, waste management, back of house duties of moving tables and chairs and assisting the event team in set up, general light food preparation duties that could include presentation of canapés, fruit bowls, pealing of vegetables and washing salad. | | | |
| **Key Objectives (Role Responsibilities)** | | | |
| **Daily cleaning of kitchen**   * To ensure the correct chemical is being used for the task as per the data sheets and COSSH task risk assessments when carrying out cleaning tasks. * To carry out weekly and monthly cleaning of different areas of the kitchen as per the cleaning schedules and sign and date as required * When cleaning different task to ensure the correct PPE is being used, as per the data and COSSH training sheets. * When doing manual pot washing of pots and pans needs to be physical fit and follow manual handling guidance. * When mopping floor areas ensure the correct cleaning agent is being used and wet floor signs are in place when carrying out and finishing the task.   **Daily washing of cutlery and plates**   * Follow the correct switching on procedure when using rack dishwashing equipment as per the SOP * Follow the correct switching off, clean and drain down procedure when using rack dishwashing equipment as per the SOP * When moving plate and heavy object around the kitchen use the correct manual handling as per training. * When storing plates and equipment place in the correct areas as per your line manager * Check that all ware washing equipment has the correct chemical and salt and change if needed as per the COSSH training and data sheets.   **Daily waste management** –   * Daily removal of black bag and recycle waste from the kitchen areas and placed in the correct bin in the bin room. * Daily removal of cardboard from kitchen areas and bailed up in the compactor area using the heavy equipment as per training * Daily removal and a record of different food waste items are weighed and recorded on spreadsheet as per the exe chef and Guardians for grub   **Daily food preparation duties** -   * Follow instruction from the chef how to do a task * Follow instruction when using a knife as per Knife training and chef instruction | | | |
| **Person Spec- Key Competencies** | | | |
| Basic English is required  Hard working  Working under pressure  Be able to work long hours  Team player  Reasonable  Personable  Physical able  Timekeeping | | | |
| Person SpecPersonal attributes, knowledge, experience & qualifications - Essential | | | |
| Being of strong mind and body and as heavy lifting is required  2 years’ experience as a kitchen porter  Working knowledge of COSHH regulations  Flexible approach to work  Experience of working in a high volume, fast paced kitchen environment  A passion for teamwork  Good fitness levels as some aspects of the job require repeated manual handling tasks  Basic knife handling skills a advantage | | | |
| Person SpecPersonal attributes, knowledge, experience & qualifications - Desirable | | | |
| Great communicator  Food Hygiene level 1 or 2  FNB shop experience  Good Knowledge of food and storage of food  Computer Knowledge and experience  Vegetable preparation | | | |
| **Organisational values & behaviours**  **The following generic statements are included in all RSM Job Profiles.** | | | |
| The post holder must always when conducting responsibilities and interacting with others:   1. Uphold the RSM values. Specifically treating others with RESPECT, INVESTING in people to help them develop and grow, striving to continuously IMPROVE what we do by setting ourselves and others stretching objectives and measuring outcomes, LISTENING to colleagues, customers and COLLABORATING to achieve more new ideas, DELIVERING our intentions. 2. Adhere to the Society’s Health and Safety regulations and ensure the safety of oneself and others engaged in the RSM premises and work by reporting hazards to a senior manager for address or taking actions (where possible) to remove safety hazards. 3. Adhere to the Society’s GDPR regulations and only use data as required to undertake their role and handle it in an appropriate and confidential manner. 4. Fully subscribe to the spirit of and adhere to the Society’s people policies the RSM’s Code of Conduct. | | | |