

JOB DESCRIPTION

Job Title:	Kitchen Porter
Reports To:	Catering Manager
Purpose of Job:	An opportunity has arisen for a friendly and enthusiastic individual to join our in-house catering team at St Hugh's school.
Hours of work:	37.5 hours per week. Predominantly working 10.00am to 6.00pm Monday to Thursday, with 8.00am to 4.00pm on Friday. 30 minutes unpaid break each day. Working 34 weeks + 1 additional week per year based around term time.

Main Duties and Responsibilities

- Washing and cleaning crockery, cutlery, containers, pots, pans and kitchen equipment.
- Setting up and cleaning of dining area, kitchen surfaces, cupboards, tables and equipment.
- Basic preparation of cold food (such as fruit platters and sandwiches).
- Keeping a clean kitchen and dining area environment.
- Working with efficiency to maintain requirements over busy lunchtimes.
- Completing requirements for food service at occasions such as meetings and sports events.
- Adhere to all safety guidelines including Food Hygiene and Health and Safety policy.
- From time to time, your role may adapt slightly but your core task remains the same; delivering the highest quality of food and service to pupils, ensuring that the offering is innovative, fresh and delicious.
- To work within the in-house catering team, collaborating closely with the team to produce freshly prepared lunches for pupils and school staff.

General Responsibilities

- To be familiar with all school policies and the contents of the staff handbook.
- To ensure the safety and well-being of children and young people at the School by adhering to and complying with the School's Safeguarding including Child Protection Policy and Procedures at all times.
- To attend training and all staff INSET organised by the school to provide a consistent approach across the entire school staff population.
- To display correct staff identification at all times whilst on site.
- To adhere, at all times, to Health and Safety legislation, and all departmental policies and procedures, to ensure their own safety and that of colleagues, pupils and visitors.
- Carry out any other reasonable duties as requested by the Bursar or members of the School Leadership Team.
- Constantly appraise your professional performance, participating in training courses and keeping informed of current legislations and best practice.

This job description contains an outline of the typical functions of the job and is not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties. The job holder's actual responsibilities, tasks, and duties might differ from those outlined in the job description, and other duties commensurate with this level of responsibility may be either permanently or temporarily assigned as part of the job. **In addition**, you undertake other such specific duties which may from time to time be reasonably assigned by the Bursar or Headmaster. Where such duties amount to more than a temporary adjustment to the main responsibilities of this job description, it should be amended accordingly. This job description will, in any case, be subject to periodic amendment whenever the appraisal process helps reveal and define significant changes in your role within the school.

Person Specification

The person specification focuses on the range of criteria required to undertake the role effectively.

Criteria	Essential	Desirable
Knowledge and skills	• An interest in food preparation and cooking. • Able to work well within a team and on own initiative • Ability to adapt to change and take on different tasks as and when required. • Ability to communicate well with children.	• Previous catering experience in a similar environmental. • Food Safety Level 2.
Personal competencies and qualities	• Have high levels of physical fitness required for the demands of the role. • High levels of energy and resilience, seeing tasks through to completion. • A high level of personal presentation. • The flexibility to work additional hours/days if required.	
Other requirements	• Commitment to promote and safeguard the welfare of children, young persons and vulnerable adults. • Empathy with the ethos, values and aims of St Hugh's. • Able to travel to St Hugh's site.	

Date created: June 2025

Date reviewed: September 2026