



TRINITY  
HALL  
CAMBRIDGE

## **JOB DESCRIPTION**

Job Title:	Kitchen Porter
Responsible to:	Executive Head Chef
Place of Work:	Central Site, Trinity Hall
Objective:	To provide an efficient cleaning service
Working Hours:	Full-Time, 37.5 hours per week, including evenings and weekends
Experience:	Minimum of experience in a similar position

### **Main Duties and Responsibilities**

- To provide plate and pot wash cover, together with general cleaning duties associated with the Kitchens
- Cleaning in accordance with the cleaning schedules
- To work in a safe manner, complying with current health and safety legislation
- To ensure that correct manual handling techniques are adhered to
- To ensure that all work practices are in accordance with current food hygiene regulations
- To undertake further training when required
- Any other reasonable duties required by the Executive Head Chef or his deputy in his absence

*Trinity Hall reserves the right to make changes or update this job description at any time. Changes will be introduced following discussions with the post holder.*

## Person Specification

Short-listing will be based on the following specification, which candidates should bear in mind when preparing their application to ensure that their application and suitability reflects the essential requirements of the role

Criteria	Essential	Desirable
<b>Qualifications and Education</b> <ul style="list-style-type: none"> <li>• Educated to GCSE Level</li> <li>• Basic food hygiene qualification</li> </ul>		<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> </ul>
<b>Skills, Knowledge and Training</b> <ul style="list-style-type: none"> <li>• Good organisational skills</li> <li>• Good communication and interpersonal skills</li> <li>• Knowledge of manual handling techniques</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> </ul>
<b>Experience</b> <ul style="list-style-type: none"> <li>• Experience in similar position and setting</li> </ul>		<ul style="list-style-type: none"> <li>✓</li> </ul>
<b>Personal attributes</b> <ul style="list-style-type: none"> <li>• Able to bend frequently and lift small to medium-size loads (in line with manual handling regulations)</li> <li>• Able to work well both as an individual and as part of a team</li> <li>• Cheerful and co-operative disposition</li> <li>• Smart and tidy appearance</li> <li>• Flexible approach and accepting of change</li> <li>• Willingness to undertake further training and learn new skills</li> <li>• Good timekeeping</li> <li>• Regular contact with young people</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> </ul>