



WARWICK INDEPENDENT  
SCHOOLS FOUNDATION



# Kitchen Porter

Information for Applicants



# WARWICK INDEPENDENT SCHOOLS FOUNDATION

## Kitchen Porter

**Salary - £9.90 per hour**

**30 hours per week (8.15am – 3.15pm, Monday – Friday)**

**36 weeks per year (term-time only plus INSET and 3 days in the holidays)**

We are looking for a Kitchen Porter to support the Head Chef with the daily provision of meals and refreshments to the pupils and staff at Warwick Preparatory School. This will involve assisting in the preparation and service of all meals and refreshments, ensuring the kitchen and dining rooms are cleaned and maintained to a high standard both during and after service, and correctly storing, labelling and rotating food items.

The successful applicant will have previous of working in a busy Catering environment and an appreciated of cleanliness and hygiene standards.

For further information, please see the Job Details attached.

Should you wish to apply for this role please complete both parts of the application form on the website shown below and send to [hr@warwickschools.co.uk](mailto:hr@warwickschools.co.uk) or contact the HR department on 01926 735413

***Closing date for applications: Wednesday 9<sup>th</sup> March 2022***

**Warwick Independent Schools Foundation  
Myton Road  
Warwick  
CV34 6PP**

Website: <http://www.warwickschool.org/Non-Teaching-Vacancies>

*The Foundation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All appointments are subject to a satisfactory DBS check.*





## Warwick Independent Schools Foundation – Staff Benefits

On starting, staff are enrolled in the NEST staff pension scheme which the Foundation also contributes to in line with legislative requirements (staff may opt back out once they have joined). The Foundation also offers to match personal contributions up to an impressive 10% - this can be requested once employed.

Free two-course cooked lunches are provided daily and encompass vegetarian options; a baguette or filled jacket potato is available for those 'on-the-go'. Departments may provide free tea/coffee/milk for their staff to use at no extra charge.



An Employee Assistance Programme in case staff (or anyone they live with) are struggling with health or significant life issues. The wellbeing of our staff is important to us. Eye test vouchers are also available upon request for VDU users.



We have an impressive sports and leisure complex including a 25-metre indoor swimming pool, squash courts, badminton courts and gymnasium which staff may use out of school hours; this is free within a limited time range (excluding weekends) or at a modest fee for full access. Discounts are also available for staff partners. We also have tennis courts which permission can be sought for staff use.

Bridge House Theatre is part of our campus and staff are occasionally given discounted or complimentary tickets to selected shows.



## JOB DESCRIPTION – Catering Assistant

<b>Post Title</b>	Kitchen Porter
<b>Hours of Work</b>	30 hours per week, 36 weeks per year
<b>Rate of Pay</b>	FTE Salary - £19,048 per annum Actual Salary - £12,522 per annum
<b>Location</b>	Warwick Preparatory School (may be asked to work across any Foundation Schools)
<b>Start Date:</b>	As soon as possible

### **Purpose of this Job Description:**

The Foundation considers this document as a “snapshot” of the job and the tasks listed are not an exhaustive list. It aims to provide a clear guide at the time of writing to all that is involved about the requirements of the job. It will also be used to communicate expectations about performance and will be used to monitor effective performance.

### **Responsibilities:**

- To assist in the preparation and service of all meals and refreshments as determined by the Head Chef
- Responsible for check, receiving and monitoring all deliveries to ensure they are correct and in compliance with our policies and law.
- Responsible for correct storage, labelling and rotation of foodstuffs.
- Ensuring that all chemical and Non-consumables are stored and labelled correctly.
- To complete cleaning schedule tasks to a satisfactory level and paper work.
- To record all fridge and freezer temperatures twice daily, reporting any issues to departmental management or supervisors.
- To assist the kitchen in delivering food items ready for service.
- To ensure the bin area is kept clean and tidy and all times, to prevent unwanted attention from pests.
- To help ensure recycling is adhered to; that items are split out and placed in the correct containers/bins.
- Any food preparation that is required to assist the chefs.
- To sanitize all fruit and salad items, prior to being served to all Peoples.
- Ensuring that all storage areas are clean and well maintained.
- To ensure the kitchen and dining rooms are cleaned and maintained to a high standard during and after service by an undertaking of cleaning duties which will include;
  - To wash up, dry and store crockery, cutlery, glasses, pots, pans and utensils in a safe hygienic manner.
  - To sweep, mop, wipe and clean floors, walls, tables and all kitchen surfaces and equipment.
- To undertake any other reasonable requests by the Head Chef/School Business Manager or other Senior Members of Staff as required
- To comply with Statutory Regulations pertaining to the safe and hygienic operation of the kitchen as directed by the Head Chef, including the accurate maintenance of records.
- To assist in ensuring the physical security of the kitchen, food stores and catering office at all times

#### General Duties

- To attend training and performance development as required
- To comply with all School Health and Safety and other relevant policies and procedures
- To assist other members of staff generally and contribute to the overall ethos and aims of the School.
- To be willing to work overtime as required including the occasional evening and weekend to assist with events
- Safeguarding:
  - To adhere to the School Policy on Safeguarding and undertake training as required;
  - To ensure the safeguarding and well-being of children and young people at the school, in accordance with school policies

While every effort has been made to explain the main duties and responsibilities of the post, each individual task may not be identified. Employees will be expected to comply with all reasonable requests to undertake work of a similar level that is not specified in their job description.

#### **Safeguarding and Protection of Children and Young Persons**

In accordance with the Children's Act 1989, on appointment post holders will be required to commit to their responsibilities with regards to safeguarding. In addition, offers of appointment will be subject to an Enhanced criminal record check from the Disclosure and Barring Service (DBS) and other pre-starter checks as required by the regulations governing the appointment of staff within education.

The criminal record checks will highlight cautions, reprimands and final warnings as well as any convictions. The post holder must not have any spent or unspent convictions that would prevent working with children.

#### **Health and Safety:**

As an employee you are expected to:

1. to take reasonable care of your own health and safety
2. to take reasonable care not to put other people - fellow employees and members of the public - at risk by what you do or don't do in the course of your work
3. to co-operate with your employer, making sure you get proper training and you understand and follow the company's health and safety policies
4. not to interfere with or misuse anything that's been provided for your health, safety or welfare
5. to report any injuries, strains or illnesses you suffer as a result of doing your job
6. to tell your employer if something happens that might affect your ability to work (e.g. becoming pregnant or suffering an injury)
7. if you drive or operate machinery, to tell your employer if you take medication that makes you drowsy

# PERSON SPECIFICATION

<b>Person Specification</b>		
	<b>Essential Criteria</b>	<b>Desirable Criteria</b>
<b>Qualification</b>	GCSE English and Maths at Grade C or above (or equivalent)	Health and Safety training Food Safety training Manual handling training COSHH training
<b>Experience/ Knowledge</b>	Experience of working in a busy Catering environment  An appreciation of cleanliness and hygiene standards and a basic knowledge of Health and Safety at Work requirements	Experience in a role where excellent service, trustworthiness and the highest standards are required  Experience of working in a school kitchen Knowledge of Fire Safety procedures Knowledge of Food Safety procedures
<b>Skills/Abilities</b>	High standard of cleaning  Food handling and production techniques  Excellent customer care	Catering knowledge of food production
<b>Aptitude</b>	Good communication and interpersonal skills  Remains calm under pressure  Pleasant and courteous manner  Ability to work effectively as part of a team  A flexible approach to work  Takes pride in their work	Interested in and happy to communicate with young people  Independent  Resourceful
<b>Safeguarding Children, Young People and Vulnerable Adults</b>	Understands their role in the context of safeguarding children, young people and vulnerable adults.  Ability to form and maintain appropriate relationships and personal boundaries with children and young people.	
<b>Equal Opportunities</b>	Understanding of the requirements of Equality and Diversity	