



Kitchen Porter

We are looking for a friendly, dynamic Kitchen Porter with a can-do attitude to join our busy Catering Team, helping to deliver outstanding meals to more than 500 pupils and staff. This key role underpins the entire catering operation where flexibility and teamwork are essential.

Reporting to: Catering Manager

Pay: £9.60/ hour

Hours: Shift Rota - 40 hours average per week based on the following shift pattern:

<i>Week 1</i>	7.00am - 2.30pm, Monday to Friday, including 30-minute unpaid break
<i>Week 2</i>	11.15am - 7.45pm, Monday to Friday, including 30-minute unpaid break; 8:45am - 2.00pm, on Saturday during term time, including 15-minute unpaid break

There are times when the choristers are in residence over, for example, Christmas and Easter, and therefore you will be required to work over these periods on a rota basis. Each year you would cover a shift on Christmas Eve; Easter Sunday is covered on a rota basis throughout the team (i.e. you would not be working Easter Sunday every year). You may also be required to work on other days outside of term where necessary.

Pension: The School operates a defined contribution pension scheme, which all support staff are eligible to join with immediate effect, and to which the School and the member of staff both contribute. Contributions are currently 10% and 4% respectively.

Start date January 2022

Located near the centre of the beautiful and vibrant city of Cambridge, King's College School is a leading independent Prep School. Originally established in 1441 to educate the 16 boy choristers of King's College Choir, the School now caters for more than 400 boys and girls aged 4 – 13 following the traditional Preparatory model. We have around 40 boarders, including our choristers; we offer full boarding, weekly and flexi-boarding. King's pupils continue their education at leading independent and state senior schools, often with scholarships.

The Catering Department

The Catering Department is a bustling environment with a friendly team of 11 working together to feed the pupils and staff of King's. As well as providing daily lunches for the entire School and breakfast and dinner for the boarders and choristers, we are often called upon to cater for special events in the School diary.

The Role

To work as a member of the Catering Team to assist the Catering Manager in producing high quality meals and snacks for pupils and staff.

Duties and Responsibilities

- Dishwasher: set up for the day's use, check detergent and rinse aid; replace when needed to cover day's service. Check machine before filling and switching on.
- Breakfast: set up clearing area for breakfast by placing wastage bowl, cup tray and cutlery bowl on table for children and staff to clear their trays. Clear all washing up to the wash up area. Clear breakfast items from the dining hall, wash tables and put chairs onto tables.
- Washing up: to be completed on an ongoing basis throughout the shift; equipment to be returned to its storage area.
- Deliveries: check items against delivery note/invoice and order book for correct items, amounts and price. Store items appropriately.
- Rubbish disposal: catering areas must be free of refuse; all bin bags to be tied securely before they are put into outside bins. Attention paid to dangerous items and boxes to be broken down.
- Closing down: empty and deep clean dishwasher and wash down all equipment and trollies within the wash-up area.
- Afternoon service: lay up any equipment required for any functions taking place. Check with kitchen diary/Chef for details.
- Staff Tea: take afternoon tea to staff room at listed time, along with any staff room equipment. Remove all washing up before the end of the shift.
- Supper: place jugs of water on supper tables, set up clearing area as for other services. Assist Chef throughout service as required.
- Complete timesheets accurately.
- You may occasionally be required to work additional hours at certain times.
- Other duties: to perform any other duties reasonably required by the Catering Manager and Chefs.

Legislative

- To complete as instructed, and be trained in, the correct and safe operation of all kitchen equipment and chemicals.
- To undertake food production in line with legal requirements.

- To assist in keeping records including fridge /freezer temperatures, hot and cold food holding temperatures and all other Food and Health Safety documents required by law.
- To report to the Catering Manager any defects or breakdown of plant or machinery.

Health and Safety

- To safeguard pupils' health and safety by maintaining good order and discipline and by following the necessary rules and regulations when using equipment.
- To be familiar with the Catering department and School's fire safety procedures and participate in fire drills.
- To undertake Level 2 Food Hygiene Certificate training as appropriate.

Safeguarding & Child Protection:

- To be familiar with the relevant School policies, in particular the School's *Safeguarding and Child Protection Policy* and to follow the School's procedures relating to safeguarding children.
- To attend regular training sessions on Child Protection and Safeguarding issues; a record of attendance is kept by the School.
- To contact one of the Designated Safeguarding Leads with any concern about a child at the School.

Person Specification

ATTRIBUTES	ESSENTIAL	DESIRABLE
Qualifications		<ul style="list-style-type: none"> • Food Hygiene certificate.
Experience		<ul style="list-style-type: none"> • Experience of working in a school or similar environment with children and young people (either paid or unpaid).
Knowledge		
Skills & Ability	<ul style="list-style-type: none"> • Effective communication skills. • Ability to work effectively as part of a team and to apply given instructions. • Ability to react calmly and quickly in an emergency. • Polite and friendly. 	

Benefits

- Meals provided when on duty during term time
- Generous holiday entitlement
- Staff health scheme
- Cycle to Work Scheme
- University discount card
- Use of School sports facilities
- The School participates in the Now Pensions Auto Enrolment scheme.

Other Paid Leave

You may be eligible to take the following types of paid leave, subject to any statutory eligibility requirements or conditions and the School's rules applicable to each type of leave in force from time to time:

- Statutory maternity leave;
- Statutory paternity leave;
- Statutory adoption leave;
- Shared parental leave;
- Parental leave; and
- Parental bereavement leave.

Further details of such leave and the pay that you would be eligible for during such leave are available in the Staff Handbook.

Training

During the term of your employment, you must complete the following mandatory training, which will be paid for by the School:

- Safeguarding and Child Protection;
- Level 2 Food Hygiene Certificate;
- Health and Safety at Work; and
- Basic GDPR.

The Employee is entitled to take part in various training courses, which the School may provide from time to time. Specific details of the courses which might be available can be obtained on request from School Bursar.

Terms and Conditions

King's College School is an equal opportunities employer. We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this

commitment. Successful applicants are subject to an enhanced DBS check and must provide proof of qualifications in accordance with the requirements of the Children Act 1989, as amended. Proof of identity and eligibility to work in the UK is also required.

The completion of a medical questionnaire forms an essential part of the pre-employment process for all teaching and non-teaching posts in the School. This may need to be followed by a medical with the applicant's GP (or School Doctor).

Candidates should return the following documents by 5pm on Monday 29th November 2021:

- **Application form**
- **Reference consent form**

Please submit your application to: Julia Purser, School Bursar, King's College School, West Road, Cambridge, CB3 9DN; e-mail: jobs@kcs.cambs.sch.uk.

November 2021