

ST MARY'S SCHOOL ASCOT

Job Description, Person Specification and Application Details – Kitchen Porter



St Mary's School Ascot is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants must be willing to undergo child protection screening, including checks with past employers and the Disclosure and Barring Service.

1. **Title.** Kitchen Porter
2. **Location.** St Mary's School Ascot, St Mary's Road, Ascot, SL5 9JF.
3. **Background.** St Mary's School Ascot is a leading Roman Catholic girls' boarding school set in 55 acres of beautiful grounds in the heart of Berkshire. We are a friendly, stable and caring community, proud of our academic and sporting achievements and dedicated to bringing out the full potential of each of our 390 pupils. We are committed to full boarding, with spaces for a few day pupils living nearby. We offer a stimulating range of extra-curricular activities which take place in the evenings and throughout the weekend. Further details can be seen on the school website: www.st-marys-ascot.co.uk

The Board of Governors and Headmistress place a very high priority on the provision of excellent catering to the pupils of the school. It is essential that the school's kitchen operates at the highest of standards to ensure that the pupils enjoy meals that are planned with great care, prepared with skill, presented with imagination and flair and of course taste delicious. We look for high quality meals, far exceeding the expectation of a normal school meal, which are not only home-cooked, but also home-made.

The school has invested significant capital funds in refurbishing and extending the pupil refectory, refurbishing the staff refectory and creating a brand new wash-up area within the catering department. This investment reflects the high priority that the school places on the catering operation.

During the school holidays the site remains a busy environment with community groups and others making full use of the school. This includes residential language school during the summer and Easter holidays.

4. **Primary Role.** The primary role of the Kitchen Porter is to provide wide-ranging support to the catering manager in providing a first class catering service to the pupils, staff and visitors at St Mary's School Ascot. This may involve working behind the scenes in the kitchen, catering stores and wash-up or front of house in either of the two refectories or other catering facilities across the site. The Kitchen Porter must be prepared to engage in a wide variety of manual tasks associated with food production and service.

5. **Line Manager.** The Line Manager for the Kitchen Porter is the Catering Manager. He or she will take day to day direction from other managers and supervisors within the catering department.

6. **General Description.** The Kitchen Porter, who will be required to work a shift pattern, will be responsible to wash all kitchen and service items in an efficient manner. To assist in the preparation of food as required. To keep the kitchen and refectories in a clean and tidy state at all times. To operate heavy equipment according to manufactures instructions

7. **Person Specification.** The School seeks an enthusiastic and hardworking team player willing to join a busy and vibrant department dedicated to providing an outstanding catering service to the pupils, staff and visitors at St Mary's School Ascot. The Kitchen Porter will be an excellent timekeeper and able to demonstrate a strong work ethic. He or she will have a conscientious approach to all tasks and great attention to detail. The Kitchen Porter will be self-motivated and willing to be flexible in the work place. He or she will enjoy working within a team and will be comfortable in the presence of young people.

It is essential that the Kitchen Porter has:

- High levels of personal hygiene.
- A strong work ethic and willingness to tackle new tasks with a positive attitude.
- A strong team player.
- A sense of humour and personable nature.

8. **Duties and Main Responsibilities.** The main responsibilities and duties of the post will vary depending on the time of day, day of the week and operation of the school (term time or holidays). The role is physically demanding at times and requires some heavy lifting, manual handling and prolonged work in hot environments. The main responsibilities and duties of the post will generally include but are not limited to the following:

- To be pupil, staff and visitor focused at all times, approachable and quick to exceed expectations in fulfilling their needs.
- To project a willing and helpful attitude to pupil, staff and visitors and other team members.
- To keep all serving areas clean and tidy at all times with clean crockery and cutlery.
- To assist with functions.
- To keep to a minimum any waste by working closely with the chef team and to ensure that good stock rotation takes place.
- To ensure all catering equipment is working correctly and inform the Catering Manager or Head Chef if not.
- To adhere to food hygiene, personal hygiene and safety regulations.
- To ensure the relevant staff are informed as stocks run low to ensure re-ordering takes place.

- Ensure kitchen, refectories, plate wash and pot wash areas are cleaned to a very high standard before, during and after service.
- To be prepared to work extra hours as required by the school.
- To ensure all kitchen and store rooms are kept clean and tidy with regular cleaning taking place as per the cleaning schedules.
- To ensure pot wash and plate wash areas are kept clean and to ensure that a hand is kept on washing the dishes to ensure dirty items don't stack up.
- To ensure regular refuse removal takes place to prevent a pile up of waste and refuse.
- To ensure food bins are rotated and taken out regularly.
- To ensure boxes are broken down regularly and taken to the waste area.
- Any other reasonable requests/duties which may be required by the Catering Manager, the Assistant Catering Manager or the Chefs.

9. **Conditions.** All Kitchen Porter appointments are part-time and the hours or working weeks vary. The incumbent is expected to be flexible in his or her attitude to days and hours of work and will be expected to manage working hours in line with the needs of the school. Shifts will be determined by the school diary which means weekend working and occasional working for functions will be required, all of which reflect the full boarding nature of the school. The specific conditions for this role are indicated below.

34 weeks a year

1.30pm – 8.30pm, 5 days out of 7

Compulsory Additional Working Days. All staff are required to work on the following events:

Open Day – a Saturday in June or July.

Confirmation Day – a Saturday, currently during the summer term.

Staff who are already required to be on duty for these days who work longer than their normal hours will be paid for the additional hours worked. Staff who are required to work and who would not otherwise have been on duty will be paid for all the additional hours worked. The normal hourly rate of pay will be used.

Additional Working Days. There is a requirement for the catering team to be available to work for functions outside the normal working hours. This work will be shared between all staff on the basis of a roster managed by the Catering Manager. Individual KPs must be prepared to work a minimum of 10 additional shifts per annum which may be at weekends or during the evenings. Additional working days will be paid at 1.5 times the normal rate. This additional pay includes an element of holiday pay.

Breaks. You will be entitled to the following breaks (currently these are paid):

Over 4 hours – 15 minutes break.

Over 6 hours – 30 minute break.

Holiday: The Kitchen Porter will be entitled to 28 pro-rata days holiday during the first year rising to 33 pro-rata days holiday in the second year and 38 pro-rata days holiday in the 6th year; these figures include the public holidays that fall during the publicised school holiday periods. The Kitchen Porter is to take the holiday during the school holidays avoiding INSET days. Kitchen Porters whose role involves working during the language schools in the school holidays, must arrange to take their holiday outside of these language school commitments. Public holidays occurring during term time are regarded as working days and do not attract additional pay. All staff are required to reserve 3 days holiday for the Christmas period.

Training. You will be required to attend training days as required by the Catering Manager. Your salary takes into account one day of training per annum.

Salary: The annual salary is £12,256.

This salary includes holiday pay and pay for the training day. Your salary will be paid in 12 equal monthly instalments in arrears. Work on swing shifts is included in the salary.

Additional Work Payment. Additional work (see above) will be paid on the basis of a completed timesheet.

Probationary Period: The first three months of employment will be a probationary period during which notice by either side will be 1 week. This will not apply to existing School staff who have already completed a probationary period.

Notice: One month by either party after successful completion of the probationary period. In the case where you have been employed for more than 4 years the School shall give you an additional week's notice for every year served up to the maximum of 12 weeks' notice.

Pension and Death in Service Scheme: The successful candidate will be automatically enrolled in the Workplace Pension Scheme provided by The People's Pension. There is also a death in service insurance scheme after successful completion of the probationary period.