



Kitchen Porter	
Reporting to:	Catering Coordinator
Working hours:	45 hours per week 08:30 – 18:30 Monday to Friday
Salary:	National Minimum/Living Wage
Annual leave:	26 electable days, 8 statutory days and up to 5 efficiency closure days at Christmas

Job Purpose

The post holder will be primarily responsible for assisting with food service, basic food preparation, pot/plate wash, and general cleaning in the College dining room.

Duties and responsibilities of the job

1. Main Duties

a.	To wash up (pots & pans etc) as and when required.
b.	To assist in the kitchen and dining hall where required.
c.	Comply with Food Hygiene Regulations by wearing appropriate clothing/footwear at all times.
d.	Assist with food preparation where required.
e.	To help keep wash area & food preparation area clean.
f.	Cover functions requiring catering outside of normal working hours.
g.	Undergo training, if required, with respect to updating food hygiene and handling legislation.
h.	Ensure everyone using catering facilities is treated politely and courteously, be they students, staff or visitors.

At Plumpton College we are:

- Ambitious and Progressive
- Enterprising
- Professional
- Passionate about everything we do
- Supportive

CONDITIONS OF EMPLOYMENT

Working Hours

Basic working hours are from 08:30hrs to 17:00hrs Monday to Friday, but some flexibility will be required to meet the needs of the business. This is an all year-round post. There will be some evening and weekend working required to support department and whole College events where there will be a requirement to attend.

Annual Leave

The holiday year is from 1 September - 31 August each year. The annual leave entitlement for this role is 26 working days pro rata, 8 bank holidays and efficiency days as stipulated by the Senior Management Team. Annual leave is bookable subject to business needs and should be planned and agreed with your Line Manager. Annual leave sheets will be available from the start of the new holiday year (1 September).

Benefits

The candidate appointed to the post will automatically become a member of the LGPS Scheme and pay contributions as determined by annual salary levels. The pension scheme includes life assurance cover, and the College will also pay a contribution towards your pension. There is also free car parking and a competitively priced dining room service.

Equality and Diversity

Plumpton College is committed to the promotion of equal opportunities and is dedicated to pursuing non-discriminatory policies and practices and eliminating unfair discrimination on any basis. This means that no job applicant will receive less favourable treatment than another on grounds of gender, marital status, age, racial origin, disability, sexual orientation or political or religious beliefs.

Criminal Record Check via the Disclosure Procedure

The Rehabilitation of Offenders Act 1974 gives individuals the right not to disclose details of certain old offences when asked about their criminal record as they may be defined as 'spent'. There are exemptions to this if the individual is offered a post which involves contact with children or regular work at an establishment exclusively or mainly for children.

The post you have applied for falls into this category and, therefore, requires a criminal background check.

If a job offer is made, you will be asked to apply for a DBS Disclosure Certificate. The Disclosure Certificate will contain details of current and “spent” convictions, cautions, reprimands or warnings held on the Police National Computer, excluding certain specified old and minor offences.

The DBS Disclosure will also indicate whether information is held on government faculty lists of those individuals who are barred from working with children or vulnerable adults (if applicable).

The post-holder cannot begin employment with the College until the DBS Disclosure Certificate is received and considered by the Principal.