



# Kitchen Porter (x2 30hpw + 12hpw)

## Phase One

### Job Description

Ref: 133

**12 Month Fixed Term Contract**

## Job Summary

The job is based at Phase One Project which is a hostel for homeless and inadequately housed people. We provide a 2 course dinner for up to 50 people each day. Working under the supervision of the Project Cook the porter will ensure that the projects food and hygiene management systems are fully implemented. The role will involve the preparation and serving of food to the projects residents. The porter will assist the project Cook in ordering supplies and stock control. This post requires the post holder to be able to operate kitchen equipment and involves lifting and moving heavy items such as catering pots and pans.

## Responsible To / For

- Operational Manager and through line management to the Trust's Board of Management.
- The Head Cook

## Significant Working Relationships

- a) Phase One Project Clients
- b) Brighton Housing Trust staff
- c) Produce suppliers
- d) Inspectors

## Duties / Responsibilities

1. To work under the supervision of the Head Cook to prepare and serve food to the Projects residents.
2. To be responsible for ensuring that cooking and serving equipment are clean and fit for use.
3. To implement and adhere to the Projects food and hygiene management systems including keeping records of those systems as laid out in the Health and Safety checklists.

4. To clean the kitchen and dining areas daily in accordance with the food and hygiene management systems and under the instruction of the Head Cook.
5. To deal with kitchen waste in accordance with the kitchen protocols in place.
6. To assist the Cook in maintaining kitchen stock, including ordering equipment and supplies.
7. To adhere to food hygiene requirements such as wearing gloves and appropriate PPE during service.
8. To assist the Head Cook in ensuring that the catering service offered to Project residents meets the highest professional standards at all times.
9. To deal sensitively and appropriately with the users of the project, informing the staff team of any incidents that may occur.
10. To attend regular individual supervision at agreed times with the designated manager.
11. To undertake other such duties appropriate to the grade and character of the work as may reasonably be required.

**It is the duty and responsibility of each employee to familiarise and comply with, Brighton Housing Trust's health and safety policies and procedures. You are responsible for taking care of yourself to avoid injury to yourself and other persons who may be affected by your acts or omissions at work. You will be required to co-operate with BHT and others in meeting statutory requirements.**

**For confidentiality and data security: whilst working for BHT you may gain knowledge of confidential matters which may include manual, electronic personal and medical information about our Board Members, Staff, clients, residents or third-party contacts. Such information must be considered strictly confidential and must only be used for the purpose for which it was obtained for. Failure to observe BHT's GDPR & Data Protection policies and procedures could lead to disciplinary action. In addition, you must comply and handle personal data securely in accordance with BHT policies and procedures, including the IT Security Policy and Computer Use Policy.**

**No job description can cover every issue which may arise within the post at various times and the post holder is expected to carry out other duties from time to time which are broadly consistent with those in this document.**