



# Kitchen Porter (x2 30hpw + 12hpw)

## Phase One

### Person Specification

Ref: 133

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#### 12 Month Fixed Term Contract

This post requires that the post holder has the following skills and experience to fulfil the job description. Please address yourself to the points marked \* and explain clearly how your experience and knowledge meets each of these requirements.

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### Essential Attitude

- \* 1 A basic understanding of and a commitment to meeting the needs of homeless and vulnerable adults, offering a caring but professional service.

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### Essential Skills/Ability/Knowledge

- \* 2 Ability to prepare and serve food to a large group of people, following basic principles such as those within Food Hygiene requirements.
- 3 Excellent communication skills:
  - a) Ability to deal assertively and confidently with a wide range of people in a positive, friendly and helpful manner.
  - b) Ability to develop and maintain good working relationships with staff and residents.
- \* 4 Knowledge and understanding of relevant Health & Safety requirements of working in a kitchen.
- \* 5 Ability to work under direction of the Head Cook
- 6 Ability to check and maintain stocks and order food
- 7 Ability to work as a supportive and effective team member
- 8 Able to use basic computer systems such as email.
- 9 Ability to be calm in a crisis
- \* 10 Able to deliver a professional service and be welcoming.
- 11 A working knowledge of the Safer Food Better Business food management system

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### Educational Qualifications

- \* 12 A current Basic Food Hygiene Certificate

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### Desirable Experience

- 13 Experience of working with disadvantaged people
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## Other

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- 14 A commitment to the development and implementation of Equal Opportunity Policies
  - \* 15 Ability to ask for support when necessary
  - \* 16 Willingness to be supervised
  - 17 Understanding of and commitment to Equal Opportunities
  - \* 18 Understanding of issues surrounding confidentiality
  - \* 19 Willingness to undertake in-service training
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