

Job Description



Job Title:	Kitchen Porter
Responsible to:	Shaun Gardner & Jimmy Little
<p>Job Purpose:</p> <p>Collection, cleaning and recycling of all crockery, cutlery, pots, pans and utensils to appropriate areas to the kitchen.</p>	
<p>Main Duties and Responsibilities:</p> <ol style="list-style-type: none"> 1. To wash & dry crockery, cutlery, pots, pans and utensils using appropriate cleaning methods as directed by a supervisor or manager 2. To clean the kitchen and kitchen equipment using the appropriate cleaning method as directed by management 3. To ensure the wash up areas are maintained in a clean and tidy condition and equipped with necessary supplies 4. Report any defective equipment to a supervisor or member of management as soon as possible 5. To assist in the storage of food products as directed by a member of kitchen team or management 6. Dispose of waste and other materials in a safe and hygienic manner 7. To return all cutlery, crockery, pots, pans and utensils to the designated areas after being cleaned 8. Assist in the closing down procedures in an evening as & when required 9. To maintain standards of personal hygiene, dress and appearance as required by the management 10. Comply with company policies in relation to relevant Health & Safety regulations 11. Comply with current food hygiene legislation and complete all necessary forms during the day-to-day operation. 12. Check the cleaning schedule for your given area and sign when complete to comply with current legislation 13. To undertake any other duties not specified above which could be reasonably be held to be associated with these tasks and which are in furthermore of the pub's interest 	

Employers Signature	
Employers Name	
Date	
Employees Signature	
Employees name	
Date	