

## **Job Description**

### **1. Job Details**

**Job Title:** Kitchen Porter

**Reports to:** Catering Supervisor

**Accountable to:** Catering Manager

**Band:** 2

**Main Location:** Kingsway Site or Radbourne unit

**Date:** 29.07.22

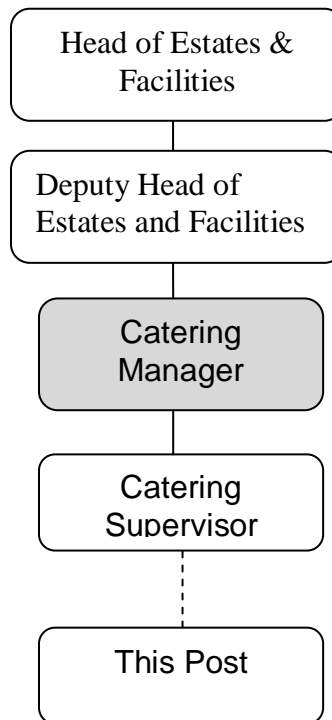
### **2. Job Summary**

To provide the highest standards of hygiene within the Catering Department areas by adhering to and practising the cleaning work schedules as prescribed and to ensure the safe delivery of food and meals to all wards on the Kingsway site.

### **3. Dimensions (Financial responsibility)**

To work within the Trust Standing Operating Financial Procedures

#### 4. Organisation Chart



#### 5. Knowledge, Skills And Experience

- A Basic Food Hygiene Certificate
- Excellent interpersonal skills
- Ability to understand and operate within clear food safety and health and safety guidelines and instructions
- Full driving licence

#### 6. Key result areas (Main duties/responsibilities)

1. The cleaning of the kitchen and associated areas, refrigerators and food stores to the required standards.
2. Deep cleaning of floors and wall surfaces
3. Specialist cleaning of Catering equipment including industrial fryers, ovens, bain-marie
4. The washing up of utensils, pots, pans and crockery used by staff and patients as and when required.
5. The delivery of meals and goods to any and all areas as required and the collection of pots, goods and other items as required, this to include the driving of the electric truck

within the hospital grounds.

6. Unloading and unpacking of all types of goods used within the catering department, and placing in appropriate areas, e.g. refrigerators, deep freezers etc: observing strict stock rotation performance standards.
7. Ensure that Health and Safety Regulations and Food Hygiene Regulations are upheld by adhering to safe working practices prescribed.
8. Co - operate with all grades of staff to ensure a satisfactory standard of food service is maintained throughout the hospital
9. Driving electric vehicles to deliver all food trollies and refreshments to external buildings forms a daily part of the role so a valid driving licence is required for this post.
10. To ensure that all vehicles are checked daily prior to use completing the forms provided, any defects are reported immediately to the catering supervisor, as and when required to connect the electric vehicles to the chargers.
11. Liaising with delivery drivers and performing Banksman Duties to ensure the provision and maintenance of a safe area for delivery vehicles to the store yard.
12. Any other duties as requested by the Catering Supervisor

## Information Governance

The Derbyshire Healthcare NHS Foundation Trust requires its staff to comply with Information Governance related standards and policies at all times when dealing with confidential information, which includes any information relating to the business of the Trust and its service users and employees.

All NHS employees are bound by a duty of confidentiality and must conduct their duties in line with the NHS Confidentiality Code of Practice, Data Protection Act and Freedom of information Act.

Post-holders must maintain high standards of quality in corporate and clinical record keeping ensuring information is always recorded accurately and kept up to date. The post-holder must only access information, whether paper, electronic or in other media, which is authorised to them as part of their duties.

All Information obtained or held during the post-holder's period of employment that relates to the business of the Trust and its service users and employees will remain the property of the Trust. Information may be subject to disclosure under legislation at the Trust's discretion and in line with national rules on exemption.

Any breach of confidentiality or computer misuse could lead to disciplinary action, and in serious cases could result in dismissal. Breaches after the post-holder's employment has ended could result in the Trust taking legal action against them.

Post-holders must ensure that they are aware of their responsibilities by attending the Trust Mandatory Training and Induction programme.

## Infection Control

All staff has a responsibility to appraise themselves of how the prevention of the spread of infection relates to their role. They have a responsibility to ensure they are aware of Trust policies and procedures in relation to infection prevention and control and ensure that they comply with them in fulfilling their role.

## Values

*As an employee of Derbyshire Healthcare NHS Foundation Trust you are required to adhere to the Trust's overriding value of putting "patients at the heart of everything we do". In recognising both the values expressed in the NHS Constitution and the Trust Values you will:*

- *Take pride in the Trust, show loyalty and commitment.*
- *Build and maintain trust in all our relationships.*
- *Treat everyone with respect, recognise people's differences.*
- *Value everyone, listen to others and respond accordingly.*
- *Be positive, honourable and honest but also sensitive*
- *Be respectful, welcoming, polite and courteous.*
- *Put quality at the centre of all we do.*
- *Educate and develop ourselves to perform to the highest standards*

**Safeguarding – The action we take to promote the welfare of children and vulnerable adults and protect them from harm**

## **SAFEGUARDING CHILDREN & VULNERABLE ADULTS IS EVERYONE'S RESPONSIBILITY**

*All staff working within Derbyshire Healthcare NHS Foundation Trust who come into contact with children, young people and/or their families/carers, including those who are non-clinical and those who work predominantly with adults has a duty within their role and responsibility to ensure that they understand what is required of them as an individual and as part of the wider organisation in order to keep children and vulnerable adults safe.*

### **7. Communications And Working Relationships**

**INTERNAL**

**EXTERNAL**

### **8. Most Challenging Part Of Your Job**

Working externally especially in winter. The speed that cleaning has to be undertaken to ensure that kitchen is ready for the next meal service

### **9. Job Description Agreement**

Job Holder's Signature..... Date.....

Senior Officer/Head of Department's

Signature..... Date.....

Title:.....

**Job Description Additional Information  
Appendix A**

<b>Job Title:</b>	Kitchen porter
<b>Location:</b>	Kingsway/Radbourn
<b>Reports to:</b>	Catering Supervisor
<b>Accountable to:</b>	Catering Manager
<p><b>Physical Effort</b> There is frequent intense exposure to intense physical effort. Transporting trolley's to and from wards. Moving catering equipment for cleaning, washing of pans in the dishwasher. Assisting putting away stock items.</p>	
<p><b>Mental Effort</b> There may be occasional interruptions to work due to deliveries arriving</p>	
<p><b>Emotional Effort</b> There may be occasional exposure to distressing circumstances when on the wards delivering and collecting trollies</p>	
<p><b>Working Conditions</b> The kitchen can be hot and unpleasant to work in during summer months. The external work can be unpleasant during winter months,</p>	
<p>Job Appendix Agreed</p> <p>Job Holders Signature, ----- Date -----</p> <p>Senior Officer/ Head of Department Signature, ----- Date -----</p>	

## PERSON SPECIFICATION

**Job title:** Kitchen Porter

**Grade:** 2

**Directorate:** Corporate

**Base:** Kingsway Hospital

**Hours:** 37.5 hours

Area	Essential	Desirable
<b>Attainment/Qualifications</b>	<ul style="list-style-type: none"> <li>NVQ 2 in Support Services (or equivalent) or willingness to work towards.</li> <li>Basic food hygiene certificate</li> <li>Banksmen Certificated Training or equivalent (or willingness to undertake)</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of health &amp; Safety</li> <li>Level 2 in food safety.</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>Excellent customer care skills.</li> <li>Good written skills</li> <li>The role includes a considerable amount of manual handling and walking so a good level of fitness is essential.</li> <li>Provide on the job training to new kitchen Porters as part of their induction.</li> </ul>	
<b>Knowledge/Experience</b>	<ul style="list-style-type: none"> <li>Ability to carry out all duties (once trained) without close supervision</li> </ul>	Working on your own or as part of a team
<b>Other requirements</b>	<ul style="list-style-type: none"> <li>Full driving licence.</li> </ul>	
<b>Values</b>	<ul style="list-style-type: none"> <li><i>Respectful and build Trust</i></li> <li><i>Compassionate</i></li> <li><i>Be responsive, listen and positive</i></li> <li><i>Dignity</i></li> <li><i>Value &amp; support other people</i></li> <li><i>Engage and Encourage</i></li> <li><i>Value learning and innovation</i></li> </ul>	