

JOB DESCRIPTION AND CANDIDATE PROFILE

Job title:	Kitchen Porter
Responsible to:	Head Chef
Accountable to:	Director of Operations

Key working relationships: Chefs, Assistant Cook, all caregivers, Speech and Language Therapist.

1. OVERALL OBJECTIVE OF JOB ROLE

A Kitchen Porter supports the catering team by maintaining a clean, safe, and efficient kitchen environment. The role involves washing up, cleaning kitchen equipment and surfaces, handling deliveries, and assisting with basic food preparation when required. The post holder ensures hygiene standards are met at all times in compliance with Food Safety and Health & Safety regulations.

2. MAIN DUTIES AND RESPONSIBILITIES

2.1 Main

- Clean and sanitise all kitchen equipment, utensils, and work surfaces.
- Operate commercial dishwashers and manually wash pots, pans, and utensils.
- Empty waste bins, segregate recycling, and ensure safe disposal of food waste.
- Assist chefs with basic food preparation (e.g. peeling vegetables, portioning ingredients).
- Receive and store deliveries, ensuring correct rotation (FIFO), labelling, and temperature control.
- Maintain cleanliness in storage areas, fridges, and freezers.
- Sweep and mop kitchen floors, ensuring spillages are dealt with promptly.
- Carry out cleaning tasks in accordance with daily, weekly, and deep-clean schedules — record and sign off all cleaning tasks.
- Report equipment faults or safety hazards immediately to the Head Chef or Catering Team Leader.
- Support with the movement of trolleys and trays to and from patient and staff areas when required.

2.2 Equipment

- Follow all COSHH, manual handling, and PPE guidance when using cleaning chemicals and equipment.
- Handle kitchen machinery safely and only when trained and authorised.
- Ensure all cleaning tools are maintained, stored correctly, and replaced when worn or damaged.

2.3 Health and Safety

- Work in accordance with the Health and Safety at Work Act 1974 and hospital policies for reporting accidents, incidents, or hazards.
- Maintain high standards of personal hygiene and wear appropriate protective clothing.

- Support infection prevention and control by maintaining hygienic practices and avoiding cross-contamination.
- Participate in fire drills, health and safety inspections, and mandatory training

2.4 General

- Maintain the principles of the Data Protection Act of 1998 both within and outside of the hospital environment
- Attend relevant team meetings and training sessions.
- Read and follow the Food Safety Management System and other hospital policies.
- Carry out any other reasonable duties consistent with the grade and scope of the role as requested by the Head Chef or Director of Operations.

PROFESSIONAL DEVELOPMENT

1. Participate in internal and external training relevant to the role and feedback learning to colleagues.
2. Take responsibility for personal development by seeking opportunities to improve skills and knowledge.

HEALTH AND SAFETY OF ALL EMPLOYEES

1. The safety and well-being of all employees is paramount. The Kitchen Porter will carry out all tasks in accordance with the Health and Safety Policy and participate in regular safety inspections and training.
2. Work safely at all times, report hazards immediately, and contribute to maintaining a safe workplace.
3. Take an active role in the prevention and control of infection within the kitchen environment.

Risk Assessment

The post holder will be exposed to general and specific hazards associated with her/his duties. The associated risks are assessed as follows:

(Score Likelihood x severity out of 5)

Hazard	Control Measures	Risk Rating
Slips, trips, and falls	Wear non-slip footwear; keep walkways clear; clean spills immediately.	3
Manual handling injuries	Follow training; use trolleys; request assistance for heavy loads.	6
Chemical exposure (COSHH)	Use PPE; follow data sheets and training guidance.	6
Burns or scalds	Take care when handling hot trays, pans, or equipment.	6
Fire	Observe hospital fire procedures; keep exits and equipment clear.	1 x 5

Personal Specification

	Essential	Desirable
Qualifications	No formal qualifications are required. All essential training — including Food Hygiene, Allergy Awareness, COSHH, and Manual Handling — is provided as part of induction. The postholder must demonstrate the ability to understand and successfully complete these courses and apply the learning in daily work	
Experience	No formal experience necessary	Experience in a kitchen, catering, or cleaning role.
Skills and Knowledge	• Ability to work safely and follow clear instructions. • Good understanding of hygiene and cleanliness. • Physically able to meet the demands of the role, including standing, lifting, and moving equipment. • Able to work effectively as part of a team. • Reliable timekeeping and attendance.	Basic food preparation skills. Ability to prioritise workload independently.
Personal Qualities	• Hardworking, dependable, and positive attitude. • Approachable and cooperative with colleagues. • Flexible and adaptable to changing demands. • Takes pride in maintaining high standards. • Respectful of confidentiality and the hospital environment.	

This job description represents an outline of the main components of the job and is not intended to describe every possible aspect or task in detail. It will be subject to additions and amendment as the need arises and in consultation with the post-holder. Additional tasks and responsibilities may be required from time to time and the post holder is required to be co-operative in performing them.

The Job Description has been agreed between the post holder and the person to whom he/she is accountable. It has been checked for potential discrimination against groups defined in the Equal Opportunities Policy and none were found.

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Post holder

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Print name

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Date