

GROUNDWORK

CHANGING PLACES

CHANGING LIVES



PERSON SPECIFICATION

JOB TITLE: Kitchen Porter

Factor	Criteria No	Criteria	Ranking	Criteria to be tested by...(tick as appropriate)						
			(Essential/ Desirable)	Application Form	Interview	Presentation	Practical Exercise	Work Simulated Test	Certificate	
Education & Qualifications	1	Good standard of education to GCSE equivalent, particularly in english and mathematics.	D	*						
	2	Basic Food Hygiene Certificate.	D	*						
Experience	1	Experience of working within a catering environment.	E	*	*					
	2	Experience of general cleaning duties within commercial kitchen environment, maintaining kitchen hygiene using chemicals.	E	*	*					
	3	Experience of storing kitchen property in accordance with health and safety procedures.	E							
	4	Experience of working with suppliers / unloading deliveries.	E							
	5	Experience of organising and maintaining store room.	E							
	6	Experience of basic food preparation.	D	*	*					
Knowledge	1	Knowledge of operating a range of catering equipment.	D	*	*					

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	2	Knowledge of procedures for dealing with special dietary requirements and allergens.	D	*	*				
	3	Knowledge of manual handling / heavy lifting.	D						
	4	Knowledge of food safety and health and safety principles	E	*	*				
Personal Skills	1	Able to work under pressure whilst maintaining quality of service.	E	*	*				
	2	Pleasant disposition and positive attitude, able to communicate with people at all levels (staff, customers and	E	*	*				
	3	An awareness of the importance of personal hygiene in a catering environment.	E	*	*				
	4	Ability to follow instruction but also to use own initiative, working as part of a team.	E	*	*				
	5	Flexible attitude to tasks and willingness to help wherever needed.	E	*	*				
	6	Passionate about food and service.	E	*	*				
Additional Requirements	1	Prepared to undertake occasional work out of hours.	E		*				
	2	A commitment to Equal Opportunities and Diversity in all work practices.	E	*	*				