GreenCorridor
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Job Description

Job Title: Kitchen Porter
Reporting to: Vocation Lead
Grade/Salary: £14.80 per hour
Hours: 16 hours per week, 10:00 – 14:00 Monday – Thursday
Contract: Permanent
Probationary Period: 6-month probationary period
Location: Main Road Nurseries, Stanwell Moor Road, TW19 6BS (next to T5 Heathrow)

Background to the Role

Green Corridor is a dynamic UK registered Charity, working to improve the lives of 16-25 year olds with Special Educational Needs (SEN) through our various pathways and functional skills programmes. We run a section 41 Post-16 provision with about 60 learners on roll.

Summary of the Role

Our successful charity runs pathways which focus on employability and skills for every day living to help young people, with SEN and learning disabilities to gain confidence and social support, alongside nationally recognised qualifications.

We are looking to recruit a highly motivated Kitchen Porter to join our team and provide support to the lunch time chef, preparing, planning and cooking good quality healthy meals for our learners and staff. The role will also involve maintaining an orderly and clean kitchen, including an understanding of food hygiene, and the importance of good labelling, cleaning and checking.

Equality & Diversity

Green Corridor is committed to promoting a diverse and inclusive community, a place where we can all be ourselves and succeed. We invite all those from different backgrounds to apply for our advertised job posts, regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation.

Safer Recruitment

We are committed to keeping our learners safe and as such we have robust Safer Recruitment and Safeguarding policies in place. It is a requirement to complete a full application form, and we will carry out pre-employment checks including references, disclosures and an Enhanced DBS check for both Child and Adult workforces as part of this process.

To apply, please complete the application form and send to
recruitment@greencorridor.org.uk

Specific Duties and Responsibilities of the Role

Food preparation

- Support the lunch time chef in the timely, safe preparation of food including washing, peeling and preparation of food,
- Keep the kitchen areas clean, including counters, preparation areas, ovens, hobs, grills, sinks, walls and floors in line with food safety standards
- Wash dishes, cutlery, pots, pans and kitchen equipment, including the loading and unloading of dishwashers
- Maintain cleanliness of food stores, fridges and floors
- Monitor fridge temperatures for compliance with hygiene standards and ensure that food is within date.
- Receive and organise deliveries, manage stock and ingredients
- Empty and clean waste bins; dispose of rubbish and recycling
- Safely use kitchen equipment such as mixers, knives and cutters

Other duties

The post holder will be required to undertake other appropriate activities related to achieving the organisations objectives, as determined by the CEO, Lunchtime chef or their line manager.

Discipline, Health and Safety

- To be familiar with and work to all the organisation's Policies and Procedures in particular the safeguarding and data protection policies
- To work collaboratively with all other staff members

Professional Development

- To participate in 10 hours CPD per year specific to the needs of Green Corridor
- To keep your own individual Professional Development Plan up to date.

Additional Information

- Hours will be predominantly Monday – Thursday 10:00 to 14:00 however the role will require the successful candidate to work flexibly on occasion, in line with our flexible working policy.

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Person Specification

Experience	Essential	Desirable
Experience of working in a kitchen environment		✓
Experience of working with SEN learners		✓

Qualifications & Knowledge, Skills & Personal Attributes	Essential	Desirable
Ability to work well with others	✓	
Reliable	✓	
Thorough	✓	
Good attention to detail	✓	
Good standards of cleanliness	✓	
Ability to work in hot and noisy environments	✓	
Ability to work quickly, under pressure	✓	
Ability to lift and move produce and equipment	✓	
Ability to obtain Enhanced Child and Adult DBS clearance	✓	
Basic food hygiene training		✓