NEW VICTORIA HOSPITAL

**JOB DESCRIPTION**

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| **POSITION INFORMATION** |
| 1. **Job Details** |
| Post/Title: **Kitchen Porter**  Responsible To: **Head Chef**  Accountable To: **Chief Executive** |
| 1. **Job Summary**   (A brief description of the main purpose of the post) |
| To support the Kitchen catering team. |
| 1. **Role of the Department**   (The function of the department in which the post holder works) |
| To provide exceptional catering services to New Victoria’s patients, visitors and staff. |
| 1. **Key Working Relationships**   (The range of individuals and organisations the post holder has contact with, how regularly and for what purpose) |
| * All employees |
| 1. **Duties and Responsibilities of the Post** |
| **Daily Responsibilities**   * To clear washing up in the main kitchen. * To sweep and mop kitchen floor twice daily. * To keep the dishwashing area clean and tidy. * To strip down and wash the stove top after the chef has completed food preparation. * Wash the stove drip trays. * Remove all rubbish, bags and boxes to the dustbin area at regular intervals. * To bag up laundry daily. To sweep and mop stores. * Clean the slicing machine. * To wear full uniform while on duty, the laundry of which will be undertaken by the employee.   **Weekly Responsibilities**   * Wash and mop the back stairs and basement store cupboard floor twice weekly. * Wash out the fat fryer and replace the strained oil or put new oil in. * Wash the extractor filter weekly. * Wash down all walls. * Tidy and wash out cupboards. * Check drip trays under the refrigerators. * Use oven cleaner on the oven and wash and clean thoroughly. * Strip down the hot trolleys, wash trays and replace. * Clean any other areas of the kitchen deemed necessary by the supervisor in charge. * Pull refrigerators out and clean behind walls and floors. |
| **INDIVIDUAL RESPONSIBILITIES** |
| 1. **General** |
| The post holder is expected to:   * Adhere to Hospital policies and procedures and relevant legislation including the requirements of any professional bodies * Understand and incorporate the organisational values into daily working practice:   + Compassionate   + Exceptional   + Ethical   + Evolving * Attend mandatory training as identified by the Hospital * Develop own knowledge, skills and experience through supervision practice and educational opportunities within the spirit of lifelong learning * Work as part of a team and collaborate with colleagues * Ensure good communication links are established with all other departments within the hospital * Maintain a high level of security awareness |
| 1. **Health and Safety** |
| Employees must be aware of the responsibilities placed upon them under the Health & Safety at Work Act (1974) to ensure that the agreed safety procedures are carried out to maintain a safe environment for employees and visitors. |
| 1. **Risk Management** |
| All staff has a responsibility to report all clinical and non-clinical accidents, incidents or near-misses promptly via Datix and to co-operate with any necessary investigations undertaken. |
| 1. **Confidentiality and Information Governance** |
| The post holder must keep up to date with the requirements of information governance; undertake mandatory training and follow the Hospital policies and procedures to ensure that hospital information is dealt with legally, securely, efficiently and effectively.  It is important that the post holder processes personal identifiable information only in accordance with the Hospital’s Information Security policy.  The post holder must manage the records they create or hold during the course of their employment with the Hospital in an appropriate way, making the records available for sharing in a controlled manner subject to statutory requirements and agreed security and confidentiality policies, procedures and guidelines e.g. ISO27001, the General Data Protection Regulation (GDPR) (Regulation (EU) 2016/679), Freedom of Information Act 2000, Caldicott Guidelines and professional codes of conduct on confidentiality.  It is likely that the post holder will be in contact at some time with a form of information system, and therefore are responsible for implementing and maintaining data quality. The post holder, when making entries into the records, must ensure that these are legible and attributable and that the record keeping is contemporaneous. It is essential that all information recorded is accurate, complete and relevant. |
| 1. **Equality and Diversity** |
| Employees are responsible for ensuring that they assist in the implementation of this the Hospital’s Equality and Diversity policy by:   * Not discriminating in the course of their employment against fellow employees, customers, suppliers, or members of the public with whom they come into contact. * Not inducing or attempting to induce others to practice unlawful discrimination and reporting any discriminating action to the Hospital management. |
| 1. **Infection Control** |
| It is a requirement of the Department of Health that all Healthcare workers accept personal responsibility for compliance with infection control policies and procedures at any time when working in clinical areas. |
| 1. **Safeguarding Children and Vulnerable Adults** |
| It is the responsibility of the post holder to be familiar with their role and responsibility around safeguarding children and adults at risk. |

**PERSON SPECIFICATION**

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| Factor | Essential | Desirable |
| Qualifications | Good standard of general education |  |
| Knowledge | - | Food hygiene standards  Knowledge of catering |
| Experience | - | Previous restaurant or canteen experience |
| Skills and aptitude | Good communication skills  Ability to work under pressure |  |
| Personal Circumstances | May be required to work overtime |  |