

Job Description

Job title	Kitchen Porter	Job family	Healthcare
Reporting to	Unit Manager	Job code	HOS/020
Location		Evaluation Date	19/02/2013

Main Purpose

Assists with the operation of a catering service within a Priory unit with particular emphasis on the movement, storage and preparation of food within the unit.

Key Accountabilities

Quality

1. Ensures that all catering stock and equipment is correctly stored and accounted for in accordance with the company's Assured Safe Catering standards.
2. Delivers meals and other catering supplies to various areas within the unit in a timely and efficient manner.
3. Under direction, assists with the basic preparation of food items.
4. Ensures all cleaning within the kitchen, catering and servery areas (as appropriate) is completed in a timely and efficient manner and complies with the company's Assured Safe Catering standards.

Innovation

5. Adopt new services that are already introduced within the group.

Value

6. Reduce waste to gain a greater value for money.

Knowledge & Skills

The jobholder requires basic numeracy and literacy together with an appreciation of basic food hygiene.

Experience

No experience required as basic training will be provided.

Autonomy & Impact

The role holder undertakes routine and regular tasks with some discretion to prioritise work.

Intelligent Problem Solving

All problem solving is routine and there are a pre-defined range of solutions.

Responsibility

Staff

Occasionally required to assist less experienced colleagues.

Budgets & equipment

No budgetary or financial responsibility. Responsible for the appropriate use of various pieces of catering equipment.

Informatics

Shared responsibility for maintaining appropriate records and data as required under the company's Assured Safe Catering policies and guidelines.

Communication & Interaction

Regularly responds to routine enquiries from colleagues and occasionally from patients.

Working environment

The role holder works within a busy kitchen environment using a variety of equipment where many routine tasks are repetitive and require a degree of sustained physical effort and concentration.

Special Features

Upholding Company Values

Competency	Req'd Level	Descriptors
Quality - Of care, treatment, of facilities and of staff	1	<ul style="list-style-type: none"> ✓ Checks quality of own work ✓ Follows procedures ✓ Corrects errors and mistakes ✓ Complies with relevant regulatory and statutory requirements
Innovation - Being forward thinking and thought leaders	1	<ul style="list-style-type: none"> ✓ Adapts new services already introduced in other areas within the group ✓ Amends these services to suit the needs of the local service
Value - Due to transparency and flexibility	1	<ul style="list-style-type: none"> ✓ Prices services in line with local needs ✓ Reacts to local feedback regarding pricing of services