

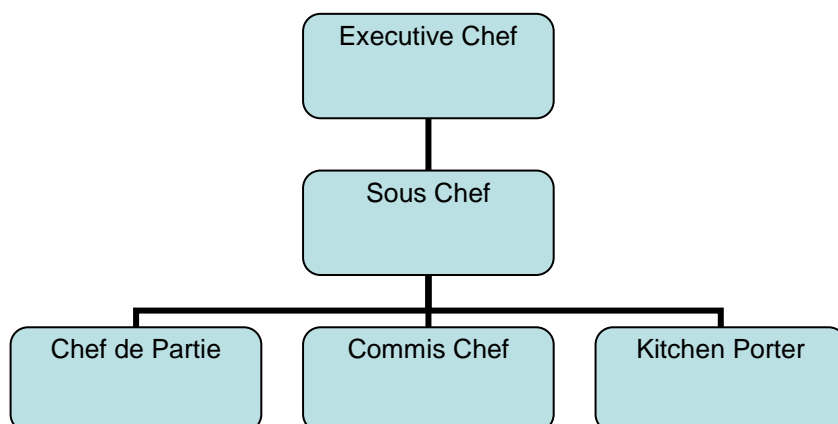
ROCHDALE BOROUGH COUNCIL

JOB DESCRIPTION

SERVICE:	Neighbourhoods
SECTION:	Rochdale Town Hall
LOCATION:	Rochdale Town Hall, The Esplanade, Rochdale, OL16 1AZ
JOB TITLE:	Kitchen porter
POST NUMBER:	
Grade:	2
Accountable to:	Sous Chef
Accountable for:	N/A.
Hours of Duty:	37 flexible working hours in accordance with the needs of the service.
Any Special Conditions of Service:	<p>The post holder shall, on occasion, be required to:</p> <ul style="list-style-type: none">• work outside of 'normal' hours i.e. weekends and evenings as the business requires <p>The Authority operates a Smoke Free Policy for all its employees and applies to any building and associated grounds within in the immediate vicinity of the building which is wholly owned, leased or operated and occupied by Rochdale Borough Council.</p> <p>This post is not Politically Restricted in accordance with the current regulations.</p>

The Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects staff to share this commitment.

ORGANISATIONAL CHART



PURPOSE AND OBJECTIVES OF THE JOB

The purpose of the role is to deliver cleaning and dishwashing within Rochdale Town Hall kitchen.

Duties will include dishwashing, cleaning kitchen areas as directed, receiving kitchen deliveries and assisting with basic food preparation, as required.

Control of Resources

Personnel

N/A

Financial

N/A

Equipment/Materials

The post holder must be responsible for the efficient and effective use of equipment and materials within the kitchen and catering equipment.

Health/Safety/Welfare

Responsibility for the safety and welfare of self and colleagues in accordance with the Health and Safety Policies of the Council. Responsible for the training on and safe use of numerous pieces of kitchen equipment which have the potential to cause serious harm if misused.

Equality and Diversity

To work in accordance with the Authority's policy relating to the promotion of Equality and Diversity.

Training and Development

The post holder will be responsible for assisting in the identification and undertaking of his/her own training and development requirements in accordance with the Council's Performance Management Framework.

Relationships

Internal

The post holder will be expected to maintain a number of relationships within the council, including but not limited to:

- Town Hall Kitchen & restaurant Team
- Town Hall Commercial Team
- Town Hall Learning & Engagement Team

External

- Town Hall visitors
- Contractors (deliveries)

Responsibilities

The post holder must

- (i) Perform his/her duties in accordance with Rochdale Council's Equality and Diversity Policy.
- (ii) Ensure that Rochdale Council's commitment to public service orientation and care of our customers is provided.

Values and Behaviours

The post holder must approach the job at all times using the values set out below:

- Proud of the difference we make
- Passionate about the diversities of the Borough
- Pioneering and Open in our approach

The post holder must be aware of and apply these values and associated behaviours at all times.

Principal Duties

1. Cleaning all areas of the kitchen as instructed by the Chefs.
2. Maintaining the food storage areas such as freezers and refrigerators, ensuring appropriate levels of cleanliness are maintained.
3. Receiving deliveries and organising them in the kitchen.
4. Washing dirty dishes such as cutlery, pots, cutting boards and pans or loading dishes into the dishwasher.
5. Supporting the Chefs in basic food preparation such as cutting ingredients, peeling and washing food items.
6. Cleaning, organising and maintaining all tableware from the kitchens restaurant and event space, maintain and clean a hygienic work place.
7. Assisting with refuse disposal within the building.
8. Undertaking monthly deep clean of kitchens

Secondary Duties

1. To participate in Council programmes of in-service training as a trainee and when required as a trainer facilitator.
2. To undertake such other duties and responsibilities of an equivalent nature as may be determined from time to time by the Service Head (or nominated representative) in consultation with the postholder (and if he/she so wishes, with his/her Trade Union representative).

Job description prepared by: Darren Parkinson Date: January 2024

Agreed by post holder: _____ Date: _____

Supervisor: _____ Date: _____

Service Director: _____ Date: _____

**Rochdale Borough Council
Person Specification**

Service :	Rochdale Town Hall	Post:	Kitchen porter
Section :	Commercial Team	Post Number :	TBC
Job Ref:	TBC	Grade:	2

Note to Applicants:

The *Essential Criteria* are the qualifications, experience, skills or knowledge you **MUST SHOW YOU HAVE** to be considered for the job.

The *How Identified* column shows how the Council will obtain the necessary information about you.

If the *How Identified* column says the **Application Form** next to an *Essential Criteria* you **MUST** include in your application enough information to show **how** you meet this criteria. You should include examples from your paid or voluntary work.

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Criteria Our ideal candidate should be able to:	Essential (E) or Desirable (D)	How Identified AF - Application Form I - Interview A - Assessment
(a) Special Working Conditions		
1. Demonstrate the ability to work flexibly, including evenings, weekends and Bank Holidays.	E	I
(b) Qualifications and Experience		
2. Evidence training or experience undertaken in the kitchen or other subjects relevant to the role.	D	AF
(c) Skills and Knowledge		
3. Demonstrate the ability to undertake light/moderate lifting?	E	AF/I
4. What abilities do you have to undertake kitchen cleaning duties to meet the required standard?	E	I
5. Please provide details of your experience of working as part of a team.	E	AF/I
(d) Behaviours and Values		
13 Approach the job at all times using the values set out below: <ul style="list-style-type: none"> • Proud of the difference we make • Passionate about the diversities of the Borough • Pioneering and Open in our Approach Be willing to adhere to these values and behaviours.	E	I