

## Job Description

<b>Job Title</b>	Kitchen Porter
<b>Reports to</b>	Cleaning Supervisor
<b>Hours per week</b>	37.5 to 40
<b>Shift</b>	Variable (24/7 flexibility)

### About Casna

*Founded in 1989, Casna is a specialist provider of quality cleaning services to the premium hospitality industry. The company is a nationally recognised family-owned organisation which now operates throughout London and the Home Counties. Over the last two decades Casna's solid organic growth has been achieved through client recommendation and excellence of reputation.*

### Job Purpose

- To work as part of a team in a busy kitchen assisting in the day to day running of the catering area along with the kitchen management team complying with all hygiene and health and safety programmes and regulations.
- The key purpose of the Kitchen Porter is to assist the kitchen team in preparing and cleaning the kitchen areas before during and after kitchen service.

### Job Responsibilities

- To assist with the smooth running of the kitchen production areas
- To wash dishes manually and also by using the dishwasher
- Carry out cleaning tasks to ensure the agreed standards are maintained for all Standard Operating Procedures covered by the cleaning schedule
- Removal of rubbish to designated collection points
- To wear the uniform provided, and ensure that it is kept clean and presentable at all times
- To wear the staff name badge provided by the company at all times when on duty
- To adhere to company standards in keeping personal jewellery to a minimum
- To co-operate with team members, supervisors and managers to achieve a healthy and safe environment
- To take reasonable care of your own health and safety and that of other persons who may be affected by your actions
- In the course of work you are to bring to the attention of your supervisor any situation, which reasonably could be considered to represent a serious or immediate danger to the health and safety of any person
- Dealing with all customer complaints in a professional manner.
- Attend training sessions not necessarily held at your place of work and at times not rostered to work
- To undertake other duties at the discretion of your supervisor
- Ensure any damage noticed during cleaning duties are reported to the supervisor
- Ensure a timely response to any service shortfalls identified by the supervisor
- Carry out additional or special tasks as instructed by the supervisor

### Knowledge, Skills and Experience Required

- Previous cleaning experience desirable
- To have knowledge of the hospitality industry
- A 'Can do' attitude and high standards of quality
- Able to work as part of a team essential
- To accurately follow instructions and attention to detail
- Able to work unsupervised
- Physically fit and able to lift heavy weights
- Be flexible to work early and late shift between Monday and Sunday

### General

- To always act and conduct yourself in a highly professional manner that reflects that of the company
- Taking pride in your work
- Being hard working and presentable

### Summary

This job description is not limited to the above and may be amended or extended without notice to maintain the company's due diligence. This Job Description will be used as a basis for individual performance review between the post holder and the manager.

### Signatures

#### 1. Employee

I \_\_\_\_\_ (*name in capitals*) having read this job description confirm that it will form part of my contract of employment. I further confirm acceptance and responsibility for all matters identified in the job description.

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_

#### 2. Supervisor/Area Manager

Signed: \_\_\_\_\_ Print Name: \_\_\_\_\_

Dated: \_\_\_\_\_