

JOB PROFILE

JOB TITLE:	Kitchen Porter
SALARY GRADE:	Grade 1
SALARY RANGE:	£14,783 per annum
J E REFERENCE:	A501
DIRECTORATE:	Strategy and Performance
TEAM:	TDA Canteen
LOCATION OF WORK:	Training and Development Academy
HOURS OF WORK:	29
DIRECTLY RESPONSIBLE TO:	Catering Manager
DIRECTLY RESPONSIBLE FOR:	N/A

JOB SUMMARY

To maintain a high standard of cleanliness throughout the kitchen and restaurant whilst working together with the catering team.

MAIN DUTIES / RESPONSIBILITIES

1. To be responsible for the cleaning and hygiene within the kitchen and restaurant area including washing up, cleaning of the kitchen and surrounding areas as well as equipment.
2. Setting up and maintaining cleanliness of tables and equipment within the kitchen and restaurant area.
3. To ensure that food and beverage stocks are maintained at appropriate levels.
4. Checking deliveries and ensuring they are received in good condition and that stock is rotated appropriately.
5. Responsible for completion of the weekly cleaning schedule.
6. Assisting the catering team with basic food preparation for the production of meals for visitors and staff at SHQ.

WORKING WITH MERSEYSIDE FIRE & RESCUE SERVICE OUR VALUES

It is essential that all employees of Merseyside Fire & Rescue service both operational and non operational are committed to, encourage and promote the values of MFRS and comply with the required standards of conduct and so promote the Authority within the community by acting with integrity and honesty. The Authority expects all of its employees to have and be able to demonstrate the following personal values:

Responsibility

Being self disciplined, taking ownership of and problems, making things happen, trying to make a difference.

Social Empathy

Being interested in people, displaying empathy, embracing diversity, community focused.

Constructive Challenge

Being willing to challenge but not obstructively, commitment to improvement.

Mutuality

Identifying with team, organisation and community, displaying team commitment, willing to stand up against peer pressure when appropriate, acknowledging other's right to differing opinions.

Pragmatism

Aspiring to excellence whilst being realistic in expectations, being practical and solution focused.

Openness to Experience

Receptive to learning opportunities and personal development, seeking out new experiences, interested in people and situations that are less familiar, taking a broad view on things, seizing opportunities.

INTERPERSONAL & COMMUNICATION SKILLS

The jobholder is required to exchange straightforward information with work colleagues and, possibly, with other people.

RESPONSIBILITY FOR SUPERVISION

The jobholder is not required to supervise or manage any Authority employees.

RESPONSIBILITY FOR FINANCIAL RESOURCES

The job involves limited, or no, direct responsibility for financial resources. The work may involve occasionally handling small amounts of cash, processing cheques, invoices or equivalent.

RESPONSIBILITY FOR PEOPLE

The jobholder has an impact on the well-being of individual, or groups of, people by supporting other staff in the provision of the Authority's service or services.

RESPONSIBILITY FOR PHYSICAL RESOURCES

The job involves limited, or no, direct responsibility for physical resources. The work may involve limited handling or processing of information, careful use of low value equipment or care of the limited personal possessions of others.

WORKING CONDITIONS

The jobholder normally works indoors but he/she has regular exposure to disagreeable, unpleasant or hazardous situations for a moderate proportion of the total working time.

PHYSICAL DEMANDS

This job requires the jobholder to stand or walk for a very large proportion of the total working time. Lifting/carrying is also a feature requiring a high level of effort for a small but distinct proportion of the total working time.

EMOTIONAL DEMANDS

The job does not require any direct involvement, either in person or by telephone, with people whose personal circumstances or behaviour could place emotional demands on the jobholder.

CORE REQUIREMENTS – EQUALITY & DIVERSITY, HEALTH & SAFETY, CONFIDENTIALITY & DATA PROTECTION

To be responsible for ensuring that your conduct and behaviour accords with Service Policies on Equality and Fairness at Work and Ground Rules, and for promoting an environment of dignity and respect amongst colleagues.

It is the policy of Merseyside Fire & Rescue Authority (MFRA) to provide, maintain and seek continual improvement of, as far as is reasonably practicable, a safe working environment for all of its employees and for others that may be affected by its activities. Everyone has a personal responsibility for their own safety and health, for others in the workplace and for the environment in which they work. It is, therefore, the duty of every employee whilst at work to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work;

Confidentiality / data protection regarding all personal information and Authority activity must be maintained at all times (both in and out of work). The post holder must be able to recognise the importance and sensitivity of issues, ensuring that confidentiality is maintained at all times. All employees should ensure that they are familiar with and adhere to the Authority's data protection policy.

REVIEW ARRANGEMENTS

The details contained in this job profile reflect the content of this job at the date it was prepared. It should be remembered, however that it is inevitable that over time, the nature of individual jobs will change, existing duties may no longer be required and other duties may be gained without changing the general nature of the duties or the level of responsibility entailed. Consequently, the Authority will expect to revise this job profile from time to time and will consult with the post holder at the appropriate time.

Date job profile prepared / revised:	October 2021
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Prepared / revised by:	S Nugent
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