



Job Description

Job Title: Kitchen Cleaning Operative
Department: Catering
Accountable to: Head Chef
Responsible for: No direct reports

Purpose of the job:

To provide and maintain exemplary standards of hygiene, cleanliness and tidiness within a safe Kitchen environment, in compliance with the Health and Safety at Work Act and Food Safety Act supporting the kitchen in their provision of high quality food.

Context:

Stowe School occupies Stowe House and about 200 acres of the Stowe estate, and is located in Stowe's world famous landscape gardens set in 880 acres. Stowe School is an independent co-educational boarding School with approximately 770 pupils. There are around 400 full and part-time staff with 80 staff and their families living on site. The National Trust manages the landscape gardens and opens the grounds to over 100,000 visitors a year. Stowe House is open to the public during the School holidays and, for guided tours, during term time.

Stowe School is committed to safeguarding and promoting the welfare of children and expects all staff to share in this commitment.

Values and Behaviours:

The post-holder is expected to act professionally at all times and in accordance with the standards of behaviour and code of conduct outlined in the staff handbook and below. In particular we aspire to the following standards of behaviour for the Stowe community:

The Stowe Community is committed to working together to achieve Stowe's aims and objectives. It is a Christian community that aspires to excellence through working efficiently whilst being responsive to change, adding value where possible and using resources wisely. We collaborate to work both as individuals and as members of a team, communicating and consulting often and openly to the highest standards. We act with integrity and treat each other considerately, valuing diversity and rejecting discrimination. We operate within the appropriate laws and regulations. We are accountable to each other and to our pupils, parents, governors, trustees and visitors. The Stowe Community is both environmentally and socially responsible, recognising the importance of an appropriate work/life balance.

Key Responsibilities and Accountabilities:

- To maintain departmental standards of hygiene and cleanliness as per the Food Safety Manual and cleaning schedules.

Key Tasks:

- 1 To assist in the unloading and storing of deliveries.
- 2 To carry out cleaning duties as specified on schedules or as directed.

- 3 Maintain excellent standards of hygiene in the kitchen and food preparation areas.
- 4 Ensure that the cleanliness of the kitchen floor is of the required high standard, using a mechanised floor scrubber as necessary.
- 5 Maintain good order within the kitchen refuse area, both inside and outside.
- 6 Report immediately all damages, breakdowns, defects to equipment, utensils and fabric of working environment to the kitchen management team.
- 7 Maintain the highest standards of personal hygiene and presentation, wearing the appropriate protective clothing.
- 8 Undertake staff training as required by the Head Chef.
- 9 Work as scheduled within a cleaning rota, ensuring that tasks are undertaken with initiative
- 10 To comply with all legislative and departmental requirements as per the departmental Food Safety Manual relating to Health, Hygiene and Safety and reporting any incidents to the Head Chef.
- 11 To clean all utensils either by hand or machine as necessary.
- 12 To adopt a responsible and caring approach to all aspects of the job.
- 13 To work within the team to ensure all departmental service requirements are met in full.
- 14 Any other tasks as requested by the kitchen management team.

It is expected that the Kitchen Porter/Manual Worker (along with all catering staff) will be present and available for large school events and works with a degree of flexibility within a rota system. Overtime may be required at busy times, this will be given back as time in lieu.

The rota pattern will be discussed at interview.

Hours of Work – An average of 40 hours per week, 52 weeks per year:

Working a shift pattern with alternate weekends off. An example of the shift patterns are as follows:

Early Shift: 6.00am – 2.00pm

Middle Shift: 8.00am – 2.00pm

Late Shift: 11.30am – 7.30pm

Split Shift: 6.00am–2.00pm/4.00pm–7.30pm (limited shift)

This job description reflects the present requirements of the post and as duties and responsibilities change/develop, the job description will be reviewed and be subject to amendment in consultation with the post holder.

Oct 2018

Person Specification

The selection of candidates for short-listing will be based on this specification and candidates should bear this in mind when preparing their application and completing the application form:

Attributes	Essential	Desirable
Qualifications		
Specialist Skills & Experience		<ul style="list-style-type: none">• Previous experience of working in kitchens or heavy manual work
Personal Qualities	<ul style="list-style-type: none">• Good level of health and fitness• Shift flexibility• Team player	