

PORT · REGIS

Kitchen Porter

Port Regis is one of the country's leading co-educational day and boarding schools for children aged two to thirteen. A school in which tradition and innovation have gone hand in hand for more than a century, we provide a thoughtful, rounded education that enables children to thrive. This education goes well beyond our beautiful buildings and outstanding facilities – it is rooted in our culture and values.

Role Profile

We are seeking to appoint a Kitchen Porter. We have the following hours available during term time (overtime hours will be available during term time and school holidays if desired):

Tuesday evening 5-8pm + Saturday 10am-6pm.

The successful candidate(s) will report to our Head Chef and work closely with the School's Chefs and the wider Catering Team. They must have a cheerful and caring nature and work well in a team.

Remuneration and Benefits

The successful candidates can expect:

- Competitive rates of pay, pension and holiday benefits.
- An employee assistance programme with extensive support in relation to wellbeing and wellness, finance and legal, work and personal issues, as well as a wide range of rewards and discounts.
- Complimentary use of the School's staff gym and Sports Centre.
- Delicious meals in our Dining Hall during term time.
- To join a delightful team and exceptional working environment.

Start Date

01 September 2025

Job Description

These details are subject to change as the Bursar or any person acting on behalf of the Bursar may reasonably direct.

Reporting to: The Head Chef or in his absence the most senior Chef on duty

Responsibilities and duties

- Maintain high standards of cleanliness and hygiene in the pot wash area.
- Clean all pots, pans and service equipment to the required standard.
- Clean all kitchen equipment as per the cleaning schedule or instructions from Chefs.
- Clean kitchen and pot wash floor at the end of your shift.
- Undertake cleaning duties as specified in the cleaning schedule.
- Receive, store, record and rotate deliveries swiftly in accordance to HACCP legislation.
- Maintain high standards of cleanliness of dry store, fridges and corridor area.
- Maintain high standards of dress and personal hygiene consistent with the School's policy.

- Attend meetings and training sessions as required by the Head Chef.
- Maintain standards of health and safety and food hygiene in accordance with legislation and any other statutory requirements.
- Carry out any tasks and reasonable requests from your supervisors and the Catering Management team within the general scope and purpose of your job.
- Help others as required.
- Respect your fellow employees, customers and visitors.
- Consider the welfare and safety of pupils in accordance with the school's policies (included in your induction pack).
- Occasional additional working may be required to service special functions outside of contracted hours.

General

- Safeguarding and compliance with our Child Protection & Safeguarding Policy and procedures.
- Maintain positive and effective communication with all members of the Port Regis community including pupils, staff, parents and Old Port Regians (OPRs); external users; the local community; and outside agencies.
- Ensure the reflection of Port Regis' values in all communications.
- Adhere to the school's policies as contained in the Staff Handbook.
- Undertake any other duties as may reasonably be required.

Application Procedure

If you feel you can meet the requirements of the post, our Head of Catering, James Franco, would be delighted to hear from you. Please contact him by email catering@portregis.com or telephone 01747 857 800 for further details. Please read the Safer Recruitment Pack, Child Protection & Safeguarding Policy and Staff Code of Conduct Policy in conjunction with your application.

Safeguarding and Child Protection

Port Regis School is committed to safeguarding and promoting the welfare of children and young people. Applicants must undergo child protection screening, including checks with past employers and the Disclosure and Barring Service.

Equality, Diversity and Inclusion

Port Regis is committed to equality, diversity and inclusion. We encourage applications from a diverse range of suitably qualified candidates, including candidates wishing to work flexibly and requiring reasonable adjustments.