

Job Title:	Kitchen Porter & In-house Cleaner
Hours of work:	8.45am – 5pm, Monday to Friday; Occasional Saturdays/Evenings
Full time/Part time:	Full Time
Reporting to:	Head of Procurement and Facilities

Main Purpose of the Job:

The Kitchen Porter & In-house Cleaner fulfills a vital role in presenting the school as an attractive, hygienic and clean environment. They should take pride in the appearance of all areas of the school and be proactive in maintaining a very high standard of work.

Key working relationships

within School: Storeroom Assistant, Teaching Team, Director of Higher Education

Main Duties and Responsibilities:

- Ensuring the public areas of the school are kept clean and tidy
- To wash up in the demonstration prep room throughout the day
- To keep the staff room clean and tidy
- To ensure laundry is sent out and counted
- To manage the stock of cleaning products and sundries
- To provide assistance to the Storeroom Assistant
- To provide assistance to the Teaching Team
- To keep up-to-date on the best practices with Food Hygiene and Health & Safety training
- Maintaining the upkeep of general housekeeping in the building including:
 - Laundry (preparing for collection and unpacking and storage on arrival)
 - Toilets (check standards and replenish towels etc. throughout the day as needed)
 - Student and staff dining rooms throughout the day
 - All public areas
- Empty the bins in in the building as required during the day
- Store deliveries of cleaning products and sundries in the cleaning cupboard and kitchens as needed
- Manage the stock levels of cleaning and sundries on a weekly basis
- Assist in cleaning the kitchens extract hoods and filters on a monthly basis.

General housekeeping and additional storeroom duties:

- Prepare refreshments (i.e teas and coffees) for occasional meetings and events within the school
- Assist in helping put away food deliveries as required
- Provide cover for the Storeroom Assistant when needed (i.e. holiday and sickness absence)

General:

- Attend Leiths Open House or other promotional events as required
- Respond in person, by telephone or email to staff, students, visitors in a professional and customer focused manner
- Provide a courteous and knowledgeable point of contact for people both within and outside Leiths responding in person, by telephone or email to staff, students and visitors
- Comply with all relevant School policies and procedures including Health and Safety and Child Protection

To deliver services effectively, a degree of flexibility is needed, and the post holder may be required to perform work not specifically referred to here.

This position requires a Disclosure and Barring Service (DBS) check, which will reveal any unspent convictions. A criminal record may not necessarily be a bar to employment, as any decision will be treated on its merits and individual circumstances subject to Leiths' overriding obligation to protect the students in its charge and the safety of Leiths' staff.

All staff have a responsibility and duty of care to safeguard and promote the welfare of pupils. Staff must be aware of the systems within Leiths which support safeguarding and must act in accordance with the School's Safeguarding & Child Protection policy and Code of Conduct. Staff will receive appropriate child protection training which is regularly updated.