



Job Title	Kitchen Porter	Job Description Date	March 2023
Department/Team	Facilities/Catering	Reports to	Chef Manager
Context			
Founded in 1682, the Royal Hospital Chelsea is a retirement community for around 300 army veterans, known as the Chelsea Pensioners, drawn from every corner of the United Kingdom. Based in the heart of London, it is a special place defined by community and service. We are looking for people who enjoy working with others and take pride in making a positive difference. You will lead by example and help create a welcoming, inclusive environment for everyone who lives and works here. Our values guide everything we do: • Nurture Belonging – bringing people together through comradeship • Respect Individuals – listening carefully and responding with care • Encourage Pride – doing things well and to a high standard • Enjoy Life – sharing warmth, positivity, and the occasional smile As a charity that relies on the generosity of others to support those who live here, every role at the Royal Hospital Chelsea matters. Whatever your position, you will help deliver our vision and contribute to a place people are proud to be part of.			
Role Purpose:			
The Kitchen Porter is responsible for maintaining a high standard of cleanliness in all areas of the Catering Department and the handling and transportation of food and beverages as required by the Head Chefs and Head of Catering & Hospitality or their representatives.			
Principal Accountabilities: 8-10 outcomes			
Principal Tasks • To maintain a high standard of cleanliness in all areas of the catering departments which include the Great Hall, kitchens in Great Hall and MTI and other areas as detailed by the Head Chefs and Head of Catering & Hospitality or their representatives. • To clean machinery, fabric and equipment (dangerous equipment must not be cleaned by untrained personnel). • To wash, dry and stack crockery and cutlery. • To sweep and mop floors • To clean walls, windows, fridges, shelves, trolleys, hot plates, tables, etc as detailed • To clean and prepare vegetables and fruits • To perform basic food preparation. • To transport food and equipment between the Great Hall Kitchen and Infirmary/Council Chamber/Stores etc. • To decant rations from boxes into the ration stores. • Cleaning of staff changing rooms, stairs and office areas as required by Managers or Head Chefs. • Ensure delivered food items are correctly stored. • To undergo Food Hygiene Training, COSHH and Health & Safety Training and periodic refresher training as necessary • To take responsibility for own Health & Safety and for that of those affected by the post holder's acts or omissions • To perform any other duties deemed necessary for the smooth and efficient running of the Kitchen and Infirmary.			



Leadership expectations

The role holder is expected to:

Skills Knowledge and Experience

Essential Skills

- Good attention to detail,
- Excellent time management
- In-depth knowledge of kitchen safety and health regulations
- The ability to carry out the duties using flexibility, initiative, co-operation and with the minimum of supervision
- Teamwork skills to collaborate with colleagues
- Ability to follow all instructions given

Desirable Skills

Knowledge and Experience

- Proven experience working in a kitchen.

Note: All RHC employees are expected to be flexible in undertaking the duties and responsibilities for their role and may be asked to perform other duties, which reasonably correspond to the general character of their role and their level of responsibility.