



Truro
Cathedral
sacred space, common ground

Kitchen Porter



Our Vision, Ambition and Values

Vision

Our vision for Truro Cathedral is to create **Sacred Space** in which the holiness of God is encountered in an open and inclusive way and **Common Ground** where issues shared by the whole of humanity can be explored.

Ambition

Inspired by the Gospel of Jesus Christ, we work to build a welcoming, inclusive and engaging environment that, through the delivery of a diverse and inspiring programme of worship, events, educational activities and community outreach, fulfils and spiritually enriches all who experience Truro Cathedral.

Values

Love & Unity

We care for one another with compassion and kindness and our work is embedded in a spirit of love and cooperation as we come together to succeed in our mission for the Cathedral.

Dignity & Respect

We respect others and value diversity, embracing our similarities and differences with gentleness, self-control and a willingness to learn. We welcome expressions of spirituality, respecting and valuing those with different faiths or no faith.

Accountability & Integrity

We act with honesty, openness and integrity in everything we do. We use the resources entrusted to us wisely and effectively with transparency and accountability. We demand high standards of professionalism from ourselves every day, always striving to deliver excellence in our work.

Creativity & Courage

We are bold and challenge ourselves and others to question the norm. We explore new options and take intelligent risks, confident that we do so in a supportive environment. Committed to continual development, we embrace change and nurture personal growth.

Job Description

Job Title	Kitchen Porter
Hours of Work	30 Hours per week. Overtime may be available when agreed with line manager
Line manager	Catering & Hospitality Manager

Overview and general duties

Working with Catering Manager as part of the restaurant team, you will support the catering staff by carrying out washing up duties as efficiently as possible ensuring cookware, crockery, utensils and cutlery are washed, clean and sanitized, ready for use. During quieter washing periods you may be asked to assist with food preparation and keeping kitchen areas clear and clean or help with clearing tables in the restaurant.

Key Duties and Responsibilities

1. Washing all cooking tools, crockery and utensils fast, using a dishwasher were appropriate.
2. Putting all washed items away correctly in the right places ready for service.
3. Ensuring kitchen washing area is always clean and sanitized.
4. Empty bins taking rubbish to designated refuse areas.
5. Sweeping and mopping floors
6. Clearing customer tables in a timely and attentive way.
7. Cleaning and replenishing fridges, condiments and machines at the start and end of each day.

Occasional duties

8. Assisting with preparing the restaurant each day in line with the furniture lay-out plan.
9. Cleaning furniture, windows and floors when necessary.
10. Assist with food preparation and keeping kitchen surfaces clean and sanitized.

General

- Attend and participate in training courses as directed.
- Maintain confidentiality at all times.
- Take a positive and active part in the Cathedral's annual appraisal/review system.
- Uphold the Cathedral's values.
- Adhere to Truro Cathedral's policies and procedures.
- Other duties as are necessary for the smooth running of the business.

- This job description will be subject to regular review and amended to meet the changing needs of the Cathedral.

Person Specification

Kitchen porter

ATTRIBUTES	ESSENTIAL	DESIRABLE
Job Knowledge & Experience	Awareness of principles of manual handling.	Worked in a production kitchen or cafe
	Awareness of cleaning practices. An understanding of COSHH, HACCP and Basic Food Hygiene, Health and safety practices. Principles of food hygiene and storage/service.	
	Experience of working in a team and working to deadlines with minimum supervision	
	Following rotas	
Job Skills	Ability to work as part of a team	Good customer liaison skills and the ability to communicate with people on all levels
		Food preparation skills
Educational qualifications		Educated to GCSE level or equivalent
Personal attributes	Flexible attitude to working hours especially covering for holidays, absences and Bank Holidays, evening and weekend working at short notice	
	High standard of integrity & reliability	
	Demonstrate good attention to detail	

Terms & Conditions

Job Title	Kitchen Porter
Contract	30 hours per week
Salary	£8.91 per hour
Hours of Work	Weekly hours as per rota, agreed with Catering & Hospitality Manager
Line manager	Catering & Hospitality Manager
Place of work	Truro Cathedral
Probation	The post will be subject to a Three month probationary period, during which time, either party may give the other one weeks written notice
Pension	You will automatically be enrolled onto the government's Nest pension scheme but can opt out if you wish. After successful completion of six month probation period staff are eligible to join the Church Workers Pension Scheme (contributory employer 6%, employee 3%)
Smoking	The Cathedral operates a no smoking policy
Health & Safety	All staff are required to follow the policies and procedures set out in the employee handbook.
Equal Opportunities	Truro Cathedral operates under the principles of Equal Opportunity, insisting on and promoting equality of opportunity and access to all, regardless of age, race, colour, ethnic or national origins, gender, marital status, sexual orientation, disability or impairment, income, education, religious beliefs or cultural heritage. This applies in all we do, including our campaigns and employment practices, membership of committees, all stages of recruitment or selection processes, working practices, conditions of work, and allocation of resources.
Safeguarding	C0 safeguarding awareness training will be required the cathedral will give instruction on access to this.