



Job Title:	Kitchen Porter
Hours of Work:	<i>Hours as and when required. Working predominantly between 07.00-23.00, including some weekends.</i>
Responsible to:	Sous Chef
Responsible for:	N/A

---

#### Møller Institute Values

Trust – generate and honour trust in all relationships

Integrity – act honestly, with good intent, and deliver promises

Constant care – get it right for the client and each other, have mutual respect, be professional, and meet agreed objectives

Team – you are an essential and valued contributor to a great team who deliver outstanding performance

#### Background

The Møller Institute is an award winning leadership development and executive education centre with its own purpose designed residential creative learning environment set in the grounds of Churchill College, University of Cambridge.

The Møller Institute is a wholly owned subsidiary of Churchill College. Our purpose is education – **“to inspire individuals to be the best they can be, to accelerate the performance of the organisations which they serve and have a positive impact on society and the environment. Through our work, we covenant all profits to Churchill College to support the education of future leaders”.**

Our executive education programmes are approved by Education Standards Committee of The Møller Institute, under the Royal Charter of Churchill College and The Møller Institute is an approved provider of The University of Cambridge Board of Executive and Professional Education (BEPE).

We have clear growth strategies and need exceptional people to be part of our team. The team we have developed is extremely professional, bright, enthusiastic, hard working, fun, loyal, creative and have a positive mind set around client support and service.

#### Overall Objective

To take on the responsibility of maintaining the cleanliness of the kitchen, including the washing up of dishes and pots, maintaining a high standard of hygiene at all times.

#### Main responsibilities

- ◆ To ensure all agreed standards of cleaning are achieved and maintained as requested by the Chef in charge.
- ◆ To ensure all storage areas are kept tidy and ready for each service.



- ◆ To unpack and check deliveries as requested.
- ◆ To close down the kitchen and report to the Chef in charge, or Duty Manager once completed.
- ◆ Any other duties as requested by the Chef in charge, relevant to this position.
- ◆ To assist in basic food production, on occasion, as requested by the Chef in charge.
- ◆ To ensure that you abide by all of the policies and procedures in relation to our environmental, General Data Protection and Anti-Bribery and Corruption policies, details and objectives of which are included in the staff handbook.
- ◆ To carry out any reasonable request made by the Executive Chef, Sous Chef or a member of management in a timely and cost effective manner.

#### Health and Safety

You must ensure that all relevant Health, Safety and Security regulations are adhered to at all times, this includes the fire procedures, COSHH, sharps, manual handling, food hygiene, GDPR, ABC and sustainability policies, all of which you will be made aware. Please ensure that you report any faults or infringements of these procedures or act immediately, where appropriate, to correct them. You have a duty of care to carry out work so that you never put yourself or others at risk, creating a safer working environment for everyone.

#### Learning and Development

The Møller Institute has a Company Business Plan which sets out our aims and objectives and what we hope to achieve. As part of the process of achieving these objectives, we are committed to develop all our staff.

You will be provided with all the relevant statutory training required for you to carry out your role safely and further development requirements would be discussed at your personal development review.

#### Business Development

As outlined in the Company Business Plan all staff are expected to contribute to the business taking responsibility for the delivery of consistent service excellence to clients thereby exceeding their expectations.

