THE QUEEN ELIZABETH HOSPITAL
HUMAN RESOURCES DEPARTMENT

JOB DESCRIPTION

JOB TITLE: Porter
SALARY SCALE: CAT XI
DEPARTMENT: Food and Nutrition
REPORTS TO: Food Service Supervisor

JOB SUMMARY

Under general supervision performs a variety of tasks to maintain a hygienic working environment as well as supporting the activities of the department. Undertakes any reasonable duties requested by management.

DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as an illustration of the various types of work that may be performed:

1. Ensures that all equipment is cleaned to the highest standards;
2. Constantly follows correct cleaning procedures;
3. Awareness of the various chemicals being used in the cleaning process;
4. Ensures that all prepared food is stored according to the prescribed regulations;
5. Stacks trays, transports and delivers meals to wards on carts;
6. Distributes meals as necessary;
7. Responsible for the maintenance of cleaning schedule for fridges, and freezers;
8. Unloads food delivered and other equipment to the kitchen;
9. Secures cleaning items;
10. Ensures that all food hygiene and health and safety regulations are adhered to;
11. Empties kitchen trays after meals;
12. Lifts and moves heavy equipments;

13. Ensures that the kitchen is cleaned to a very high standard after every shift;
14. Reports any malfunction of equipment to management;
15. Retrieve diet scales from wards;
16. Observes health and safety protocols in the execution of duties;
17. Using customer service skills establishes and maintains effective working relationships with other employees, officials and members of the general public.

KNOWLEDGE, SKILL & ABILITIES

1. Knowledge of the working practices of a commercial kitchen.
2. Knowledge of health and safety best practices.
3. Good team work skill and the ability to work with minimal supervision.
4. Skill in the operation and maintenance of kitchen equipment.
5. Ability to follow simple and oral written instructions.

QUALIFICATIONS

A secondary education.