JOB	
	DESCRIPTION
SPECIFIC JOB	Kitchen Assistant
GENERIC ROLE	Kitchen
LEVEL/GRADE	
JOB FAMILY	Catering/Hospitality
HOURS	5 days per week, Monday to Friday 07:30-15:30 This role will require occasional evening and weekend working to meet operational needs
REPORTS TO	Head Chef
DEPARTMENT	Rothamsted Enterprises
LOCATION	Rothamsted Enterprises, Harpenden
DATE	November 2026

OVERVIEW OF ROTHAMSTED ENTERPRISES

The Kitchen Porter is responsible for supporting the efficient day-to-day operation of the kitchen, maintaining high standards of cleanliness, hygiene and food safety while providing practical support to the chefs and wider catering team.

The role focuses primarily on pot wash, cleaning and maintaining kitchen equipment and work areas, alongside assisting with basic food preparation, stock management and waste disposal. The Kitchen Porter will help ensure the kitchen is organised, well-equipped and ready to support restaurant service, conferences, meetings and events.

Working as part of the catering team, the postholder will follow established food safety, health and safety and operational procedures, demonstrating a flexible and proactive approach to supporting the wider team and delivering a high-quality catering service.

Key areas of responsibility

- **Kitchen Cleanliness and Hygiene**: Maintain clean, hygienic and organised kitchen, preparation, storage and wash-up areas.
- **Food Preparation**: Assist chefs with basic food preparation and kitchen service requirements, following instructions and food safety procedures.
- **Pot Wash and Equipment Cleaning**: Operate cleaning equipment and maintain a consistent supply of clean crockery, cookware, utensils and kitchen equipment.
- **Stock and Waste Management**: Assist with deliveries, stock rotation, storage and the appropriate disposal of waste.
- **Teamwork and Development**: Work collaboratively with the catering team, demonstrate flexibility in supporting operational requirements and undertake relevant training and development.

The role is fundamental to maintaining an efficient, safe and well-organised kitchen, enabling the wider catering team to deliver a consistent, high-quality service.

MAIN DUTIES OF ROLE

Generic Outputs	Weighting	Description of Outputs	Description of Job Specific
Generic Outputs	**Weighting**	**Description of Outputs**	**Description of Job Specific**
Kitchen Cleanliness and Hygiene	20%	Maintain high standards of cleanliness, hygiene and organisation throughout the	• Clean and sanitise kitchen surfaces, floors, equipment and preparation areas. • Complete routine and scheduled deep-cleaning tasks as directed. • Maintain clean and hygienic waste and storage areas.

		kitchen, wash-up areas and associated catering spaces.	• Use cleaning products and equipment safely in accordance with COSHH requirements. • Maintain appropriate personal hygiene, uniform and PPE standards. • Report cleaning, maintenance or hygiene issues promptly.
Food Preparation	20%	Undertake basic food preparation tasks in support of the kitchen team, following instructions and food safety procedures.	• Wash, peel, trim, chop and prepare vegetables and other ingredients as directed. • Assist with preparing salads, garnishes and other basic food items. • Assist chefs with kitchen preparation and service requirements. • Follow instructions on quantities, preparation methods and storage. • Maintain clean preparation areas and prevent cross-contamination. • Minimise food waste and report any concerns about ingredient quality.
Pot wash and Equipment Cleaning	45%	Efficiently clean and sanitise crockery, cutlery, cookware, utensils and kitchen equipment, ensuring a consistent supply of clean items throughout service.	• Operate commercial dishwashers and other cleaning equipment safely following training. • Wash and sanitise crockery, cutlery, pots, pans, trays and utensils. • Ensure clean equipment and utensils are available to chefs throughout preparation and service. • Store cleaned items appropriately and hygienically. • Maintain clean, safe and organised wash-up areas. • Clean dishwashers, sinks and associated equipment as required. • Assist with kitchen and catering area set-up and clear-down for service, meetings, functions and events. • Report damaged, defective or unsafe equipment.
Stock and Waste Management	10%	Support the receipt, storage and rotation of supplies, ensuring stock and waste areas remain clean, organised and compliant with procedures.	• Assist with receiving, checking and storing deliveries. • Follow stock rotation and appropriate food storage procedures. • Maintain tidy dry, chilled and frozen storage areas. • Report stock shortages, damaged goods or unsuitable food items. • Separate and dispose of food waste, recycling and general waste appropriately. • Keep waste areas clean and remove waste from kitchen areas promptly.
Continuing Professional Development	5%	Identification of individual development needs and acquisition of professional and practical skills	• Seek opportunities for self-development in normal day-to-day work as well as through agreed development objectives. • To understand the Company values and to support the company vision and aims by embracing opportunities to learn and collaborate with our partners, investors, and other stakeholders.

EDUCATION/QUALIFICATIONS		Essential	Desirable	How Tested?**
1.	Level 2 Food Safety in Catering or equivalent		□	AF / IV
EXPERIENCE/KNOWLEDGE/SKILLS		Essential	Desirable	How Tested? **
1.	Ability to work effectively as part of a team and support colleagues.	□		AF / IV
2.	Ability to work efficiently in a busy kitchen environment and remain calm under pressure.	□		AF / IV
3.	Good understanding of cleanliness, hygiene and safe working practices in a food environment.	□		AF / IV
4.	Ability to follow instructions, procedures and food safety requirements accurately.	□		AF / IV

5.	Good organisation, communication and ability to prioritise tasks.			AF / IV
6.	Reliable, punctual and able to undertake physically demanding and repetitive tasks safely.			AF / IV
7.	Basic allergen awareness and understanding of food safety.			AF / IV
8.	Previous experience in a commercial kitchen, catering or hospitality environment.			AF / IV
9.	Experience of pot wash, commercial dishwashers, kitchen cleaning and basic food preparation.			AF / IV
10.	Knowledge of HACCP, food storage, stock rotation and allergen controls.			AF / IV
GENUINE OCCUPATIONAL REQUIREMENTS		Essential	Desirable	How Tested? *
1.	A full, valid and clean driving licence			AF
2.	Ability to work 5 days over 7, 07:30-15:30. Includes weekends, bank holidays and evenings (subject to operational needs)			IV
3.	Ability to undertake the physical duties associated with a Kitchen Porter role, including prolonged periods of standing, walking, bending and lifting/carrying items safely.			AF/IV

* Minimum requirements of the post and how they will be assessed

** Evidence of criteria will be established from: **AF** (application form), **IV** (interview), **Test** (skills test/prepared question/ presentation), **Cert** (certificated checked by interview panel)

REL Values

Value	Expected Behaviours
Innovation REL Value: We shape our future *We actively seek, test, and implement new ideas, technologies, and ways of*	• Allocates time and resources to innovation, improvement, and experimentation within their role. • Proactively identifies inefficiencies and suggests practical improvements. • Encourages and listens to new ideas from colleagues at all levels. • Actively adopts and supports new technologies and systems. • Participates in continuous improvement initiatives and pilots.
Sustainability REL Value: We are aware of our impact *We take responsibility for our environmental, social, and economic impact making sustainable choices in how we work, operate, and lead.*	• Considers environmental impact when making decisions and planning activities. • Supports and contributes to sustainable practices and eco-friendly innovations. • Actively reduces energy use, waste, and unnecessary consumption. • Uses resources efficiently and responsibly. • Demonstrates personal accountability for sustainable behaviour at work.
Enterprise REL Value: We drive excellence *We deliver high-quality services, maintain strong assets, and opportunities that ensure long-term financial and operational*	• Understands and supports the purpose and identity of their service area. • Delivers services that meet the needs of diverse users and stakeholders. • Demonstrates commercial awareness and cost-conscious decision-making. • Takes responsibility for maintaining and improving assets and facilities. • Positively engages with new business opportunities and challenges.
sustainability.	• Actively contributes to local, national, and international community engagement. • Builds collaborative relationships across teams, partners, and industries. • Supports the attraction and retention of tenants aligned with the Campus ecosystem.

We build meaningful relationships that strengthen our communities,	• Contributes to a vibrant, welcoming, and inclusive environment. • Maintains positive, professional relationships with stakeholders and shareholders.
Communication <u>REL Value: Communication is our foundation</u> *We communicate openly, respectfully, and clearly to build trust, alignment, shared understanding.*	• Communicates information clearly, accurately, and in a timely manner. • Practices discretion and confidentiality when required. • Recognises and celebrates individual and team achievements. • Engages in meaningful, two-way conversations and actively listens. • Maintains professional communication across all departments and levels.
Teamwork <u>REL Value: We are stronger together</u> *We collaborate respectfully, support each other's development, and take responsibility for*	• Works towards clear goals and takes ownership of personal performance. • Collaborates effectively within diverse, multi-skilled teams. • Demonstrates respect, integrity, and calmness, even under pressure. • Seeks learning opportunities and applies feedback to improve performance. • Celebrates success and reflects on lessons learned as a team.