



FRONTIER SCHOOL DIVISION POSITION DESCRIPTION
--

JOB TITLE	Porter
CLASSIFICATION	
DEPARTMENT	Food Services
LOCATION	Frontier Collegiate Institute Campus
REPORTS TO	Food Services Coordinator
STAFF SUPERVISED	n/a
PROBATIONARY PERIOD	Three months
EFFECTIVE DATE	

POSITION SUMMARY

The Porter is responsible for washing dishes, unloading trucks, stocking of inventories and inventory control. The Porter is also responsible for the refilling of storage bins, milk and water dispensers as well as the cleaning and sanitation of commercial equipment, floors and storage areas. During special events or when required, the incumbent is responsible for the cartage and transportation of food and services materials as needed as well as providing assistance to other staff members when requested.

QUALIFICATIONS

Education

- Grade 12
- Current WHMIS training and certification is required.
- Certification in NFSTP, Food Safe or Food Handler’s Sanitation Programs.
- Emergency First Aid and CPR certification.
- Valid Manitoba driver’s license.

Experience

- None Required.

Knowledge, Skills and Abilities

- Working knowledge of safe sanitation and food-handling techniques.
- Excellent verbal and written communication skills.

DUTIES AND RESPONSIBILITIES

- Washes, sorts and puts away all dishes, cleans the dishwasher and dish area daily as well as other equipment.
- Stocks and refills storage bins; water/juice and milk dispensers.
- Delivers soiled linens and uniforms to the laundry as required.
- Maintains an inventory control system including the inspection and recording of deliveries.

- Unloads freight deliveries and properly stores/records all items.
- Reports stock requirements and storages to the Food Services Coordinator.
- Empties and cleans all garbage containers as required in kitchen and dining room.
- Washes floors, counters and walls when required and at least daily in the dish area, service centre and weekly for stairwells and hallways.

Performs other duties as assigned.

CONTACTS

Residents and staff
Division staff

WORKING CONDITIONS

Fast-paced, humid environments during preparation and meal times
Use of chemical cleaners and sanitizers
Weekends and evenings may be required
This position works the school year

PHYSICAL AND VISUAL REQUIREMENTS

Lift and carry containers and dishes (maximum approximately 50 lbs.)
Repeated lifting and bending required

EQUIPMENT USED

Commercial dishwashing, cooking and service equipment

APPROVED

	April 4, 2012
---	---------------


Signature, Chief Superintendent

Date

	April 4, 2012
---	---------------

Signature, Secretary-Treasurer

Date

	April 4, 2012
---	---------------

Signature, Human Resources Coordinator

Date