

**Job Title:**

**Kitchen Porter**

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| **Location:** The Woodlands Café Hollingworth Lake | **Pay Scale:** National Minimum Wage |
| **Responsible To:** GP Care Group CIC | **Immediate Supervisor:** Chef Manager |
| **Hours:** 32 hours – over 4 days Monday to Sunday including Bank Holidays on a rota basis. Earliest start time 08:30am latest finish time 08:30pm (when events are on) | |

**Purpose and Objectives of the Job:**

* To support chefs in the kitchen with food preparation
* To be responsible for the pot wash area and washing up of all equipment
* Cleaning all fixtures and fittings in the kitchen
* To assist front of house team when required

**Principal Duties:**

* Comply with all Company and statutory regulations relating to Health & Safety, safe working practices, hygiene, cleanliness, fire and COSHH. This will include awareness of any specific hazards in the workplace.
* Provide high personal standards of performance, hygiene, appearance, and cleanliness always.
* Ensure that the Company's standards of cleanliness are achieved and maintained in pot wash, fixtures and fittings, pots, pans, cutlery, crockery, glassware, storage area etc.
* Ensure the cleanliness and tidiness of the kitchen and stores.
* Work as a team to promote harmonious working relationships across the different sites.
* Ensure temperatures of chilled and frozen goods are checked and recorded upon arrival.
* Put delivered goods into storage once checked by chef.
* Ensure that all goods are quickly and correctly stored away on rotation system following the rule ‘first in, first out’.
* Report immediately any incidents of accident, fire, theft, loss, damage, unfit food, or other irregularities and take such action as may be appropriate.
* Report immediately and cease to use any equipment which has gone faulty.

**Secondary Duties:**

* Participate in any necessary training and team meetings to complete job responsibilities to the Company’s standards eg health & safety, food hygiene.
* Assist at any special ad-hoc functions, some of which may occur outside working hours.
* To undertake duties of a domestic nature to ensure the smooth, safe and hygienic operations of the catering facilities within the centre
* Carry out other reasonable tasks as directed by management

**Person Specification**

**Essential Requirements:**

* To have a recognised food hygiene certificate
* Have a willingness to work flexibly
* Ability to work within a team
* Be able to appreciate and work to agreed standards particularly food safety and health and safety standards
* Can respond positively to changes in the service and working practices
* Have an ability and willingness to participate in staff training relevant to the post
* Effective communication skills and the ability to deal with members of the public
* High standards of personal presentation and appearance. Dress appropriately, wearing correct uniform, having regard for the nature of the work, your own health and safety and that of residents and visitors to the facility
* To have the ability to respond in a polite, friendly, and courteous way to enquiries, compliments and complaints from residents, visitors, and other members of the public

Postholder Signature:

Date: