



Job Title: Kitchen Porter
Department: Kitchen
Responsible To: Head Chef

Job Summary:

Your role is to maintain a clean, safe and hygienic kitchen environment and work effectively with other colleagues in the kitchen and other departments to provide the high level of internal service provision we require.

Main Duties & Responsibilities:

- 1) Carry out the cleaning schedules for the kitchen and associated areas as directed by senior colleagues.
- 2) Ensure that all kitchen plant, equipment, crockery and utensils are cleaned and well maintained.
- 3) Use personal protective equipment when handling cleaning agents/chemicals appropriately.
- 4) Report any maintenance issues to the Head Chef immediately.
- 5) Comply with all the requirements of the Company food hygiene policies.
- 6) Comply with all other relevant policies and procedures to ensure that all legal regulations are observed.
- 7) Operate flexibly and demonstrate willingness to help other departments at busy times if required.
- 8) Assist in achieving food costs, kitchen standards and overall objectives.
- 9) Maintain a high standard of personal hygiene, including regular hand washing, maintaining a clean uniform and appearance.
- 10) Maintain effective team working and co-operation with others.
- 11) Have full knowledge and be able to act upon the fire procedures and evacuation policy as set in the Club/Hotel during your induction.



- 12) To be aware of the Health and Safety, hygiene and Fire regulations and comply with all instructions and safe systems of work including safe control, storage and use of chemicals used here (e.g. keep glass out of the kitchen, no decanting of chemicals into smaller bottles).
- 13) Assist in maintaining the cleanliness, stock control, organisation and standards of any section.
- 14) Take part in any training required and maintain own logbook/training records and associated information if undergoing NVQ training.
- 15) Help to minimise the consumption of gas, electricity and water.
- 16) Dispose of waste safely and securely, observing local arrangements e.g. recycling.
- 17) Ensure good staff communications and working relations.
- 18) Ensure good kitchen security including checks on stock and adhere to rules concerning goods receiving.
- 19) Comply with all Club, Hotel policies and procedures and legal requirements e.g. health & safety, hygiene, fire prevention, employment law, etc.
- 20) Undertake any other duty and responsibility considered to be consistent with the role.

Benefits:

- Company pension
- Discounted or free food
- Employee discount
- Gym membership
- On-site parking
- Sick pay

Schedule:

8 hour shift
Monday to Friday
Weekend availability

Experience:

Kitchen: 1 year (preferred)



Ability to commute/relocate:

Thame, OX9 2PU: reliably commute or plan to relocate before starting work (required)

This list of duties is not exhaustive, nor is it intended to be, and duties are not listed in any order of priority

I have read and agree to the responsibilities and duties set out in the above Job Description for the position of **Bar Supervisor** and I agree to keep this job description updated at all times in accordance with the duties which are incumbent upon me.

Name

(PLEASE PRINT):

Signature:

Date:
