

JOB DESCRIPTION

JOB TITLE:	Kitchen Porter	REFERENCE:	KP0521
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OVERALL PURPOSE OF THE ROLE:

To clean and maintain cleanliness of kitchen, service areas and utensils and to transport food or kitchen equipment as required. Assisting the chefs in collecting, carrying and other manual tasks in the kitchen.

MAIN TASKS

The role holder is required to:

- Receive all goods, checks temperature on arrival of high-risk foods and checks for any non-conforming products or discrepancies and informs the Head Chef of any changes.
- Stores all goods following correct company procedure
- Reports and where possible take action for any incidents or accidents, fire, loss, theft, damage or other occurrences.
- Aware of Company policies and procedures to include rules and regulations, COSHH and basic food hygiene.
- Disposes of all rubbish frequently throughout the day so that there is no build up in the kitchen.
- Report punctually for duty with a clean and tidy appearance, dressed according to the company requirements and to abide by all regulations laid out in staff handbook.
- Deep clean the wash up area once a week
- Prepare for and assist at any special functions which may sometimes occur outside normal working hours
- Assist when necessary cleaning items of kitchen equipment
- Wear protective clothing when required and make sure that it is in good repair and stored safely

Everything we do should have the overall aim of ensuring the Brewery Arts, Vision, Mission and Values are achieved.

This list is not exhaustive. The organisation is changing all the time and your duties may be amended. There may also be occasions where you are required to undertake additional tasks as necessary to meet the needs of the business.

PERSON SPECIFICATION

JOB TITLE:	Kitchen Porter
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We welcome and encourage applications from anyone over the age of 18 years who can demonstrate how they meet the criteria for the role. We especially welcome and encourage applications from people with backgrounds currently underrepresented in our organisation, particularly those who are Black, Brown or minoritised, who are LGBTQ+, or who are disabled. If you would like the selection panel to know you are from a background currently underrepresented at Brewery Arts, please tell us in your Personal Statement in the Job Application Form.

QUALIFICATIONS & WORK EXPERIENCE	
• Previous Kitchen work desirable but not essential*	• Desirable
• Working knowledge of Health and Safety, food hygiene and licensing laws*	• Desirable
SKILLS	
• Organised and tidy	• Essential
PERSONAL QUALITIES	
• Ability to work under pressure, multi-task, work to strict deadlines and complete tasks sometimes with conflicting demands	• Essential
• Ability to work well on own initiative and co-operatively as part of a team	• Essential
• Excellent time keeping, conscientious and punctual	• Essential
• A keen eye for detail	• Essential
• Commitment to personal and professional development with a willingness to learn new skills.	• Desirable
OTHER REQUIREMENTS	
• The role is physically demanding with a need to be able to lift and move deliveries and kitchen ware.	• Essential
• Flexibility and availability to work varied shifts including evenings, weekends, bank holidays and festival weekends.	• Essential

***Successful applicants will be given a full induction and training.**

TERMS & CONDITIONS

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Contract:	Casual
Pay:	£8.91
Hours:	Evenings and weekends
Holiday Entitlement:	Casual – 5.6 weeks' holiday per annum Entitlement is inclusive of fixed days (currently Christmas Day, New Year's Day and another date in January to be announced each year). Other bank holidays are considered normal working days; therefore, they are not in addition to annual leave entitlement
Pension:	The Company operates a pension plan in compliance with the employer pension duties under the Pensions Act 2008. Depending on your age and earnings, you may automatically be entered into the Group Personal Pension Plan and contributions are matched by the company in line with the regulations.
Discretionary Benefits:	<ul style="list-style-type: none"> • Complimentary tickets for events and cinema for staff + one can be requested (conditions apply and if the event sells out complimentary tickets are not available). • Discount on food in our catering outlets for staff + one. • A parking permit is given to staff to be used while at work.
Age Limitation:	N/A Role holder must be 18 due to selling of alcohol
Reports to:	Head Chef, Steven Doherty
Responsible for:	N/A
Notice Period:	4 weeks
Union:	An agreement governing pay and terms and conditions of employment exists between the Kendal Brewery Arts Centre Trust Ltd and the Broadcasting, Entertainment, Communications and Theatre Union, and provides for the settlement of disputes between workers and management. One of its provisions is the agreement by management to recommend non-union members to join.