

## JOB DESCRIPTION

<b>JOB TITLE:</b>	Kitchen Porter	<b>REFERENCE:</b>	
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### **OVERALL PURPOSE OF THE ROLE:**

To assist in keeping the kitchen clean and orderly. Storing food deliveries. Assisting the chefs in collecting, carrying and other manual tasks in the kitchen.

### **MAIN TASKS**

#### **The role holder is required to:**

1. Wash all dishes, crockery and utensils and containers.
2. Carry out deep cleans of larger items of kitchen equipment as and when required.
3. Clean kitchen and surfaces including sweeping and mopping floors.
4. Deep clean the wash up area once a week.
5. Receive all goods, carry out temperature checks on arrival of high-risk foods and inform the Head Chef of any issues or discrepancies.
6. Store all goods following correct company procedures.
7. Dispose all rubbish frequently throughout the day so that there is no build up in the kitchen.
8. Assist with basic food preparation if requested.
9. Prepare for and assist with festivals and functions which may occur outside normal working hours.
10. Wear protective clothing when required and make sure that it is in good repair and stored safely
11. Report punctually for duty.

This list is not exhaustive. The organisation is evolving 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

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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.

<b>QUALIFICATIONS &amp; WORK EXPERIENCE</b>	
• Previous Kitchen work desirable but not essential	• Desirable
• Working knowledge of Health and Safety, food hygiene and licensing laws	• Desirable
<b>SKILLS</b>	
• Organised and tidy	• Essential
<b>PERSONAL QUALITIES</b>	
• 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
<b>OTHER REQUIREMENTS</b>	
• 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

# TERMS & CONDITIONS

<b>JOB TITLE:</b>	Kitchen Porter
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<b>Contract:</b>	Casual
<b>Pay:</b>	£11.44 per hour (21+), £9.15 per hour (18-20), £8.84 per hour (16-17)
<b>Hours:</b>	Evenings and weekends
<b>Reports to:</b>	Head Chef
<b>Responsible for:</b>	N/A
<b>Age Limitation:</b>	N/A
<b>Notice Period:</b>	4 weeks
<b>Holiday Entitlement:</b>	Casual – 5.6 weeks’ holiday per annum Entitlement is inclusive of compulsory closure days announced each year. Other bank holidays are considered normal working days; therefore, they are not in addition to annual leave entitlement.
<b>Pension:</b>	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.
<b>Discretionary Benefits:</b>	<ul style="list-style-type: none"> <li>• 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).</li> <li>• Discount on food in our catering outlets for staff + one.</li> <li>• A parking permit is given to staff to be used while at work.</li> <li>• Free Employee Assistance Programme.</li> </ul>
<b>Union:</b>	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.