



Giving **U**nique **E**xceptional **S**ervice **T**ime & time again

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|--------------------------|-----------------|----------------------|-------------------------------|
| Job Title: | Kitchen Porter | Job Category: | |
| Department/Group: | Kitchen | Line Manager: | Executive Head Chef |
| Location: | Burnham Beeches | HR Contact: | Burnham Beeches HR Department |

Key Communications

- Departmental Head
- Other Departmental Heads
- Own Team
- General Manager
- Customers

| Job Purpose/Summary | |
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| <ul style="list-style-type: none"> • To support the Head Chef in ensuring the efficient and effective running of the kitchen. • To ensure and maintain standards of cleanliness relating to the working areas and equipment in the kitchen, complying with company standards and legal requirements. | |
| Core Accountabilities & Performance Indicators | |
| To ensure high standards of cleanliness and service are achieved in all designated areas. | <ul style="list-style-type: none"> • To maintain the standards of cleanliness of all materials passing through these areas to company policy. These areas of responsibility will include: Machinery; Cooking equipment; Crockery and cutlery; Pots and Pans; Floors and tiles; Refrigerators and Storage areas. • To ensure sufficient material for the performing of cleaning duties are collected from the stores. • To dispose of rubbish into area outlined by the Head Chef and to maintain standards of cleanliness in these areas. • To ensure that you are correctly dressed, adhere to high personal hygiene standards. • Ensure all standard checklists are used as prescribed. • To maintain a professional working relationship with the food service team. |
| To understand the impact of effective cost control while undertaking the role. | <ul style="list-style-type: none"> • All maintenance issues reported immediately following the correct procedure. • To demonstrate an understanding of the need to control operating costs and energy conservation to the Restaurant and company standards. • Cleaning chemicals are used as directed, to achieve desired results and reduce wastage. |
| To comply with all Food Safety standards. | <ul style="list-style-type: none"> • To abide by all company and legal food safety standards. • That all new procedures comply with food safety policy. |
| To ensure that a good level of product and local knowledge for guests when requested. | <ul style="list-style-type: none"> • Must be aware of departmental and relevant restaurant facilities, restaurant /bar opening times, disabled facilities and room types etc. • Knowledge of local area i.e. Local shops and places of interest • Know who to direct guests to if unable to answer queries. |

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| <p>To ensure co operation and compliance with all legislation relevant to your role in the business.</p> | <ul style="list-style-type: none"> • Must attend all H & S , Fire and Food Safety Training as directed by designated Line Manager. • Ensure that while you undertake your role you abide by the Health and Safety at Work Act 1974 and safe systems of work appropriate to your role. • In use of company nominated chemicals, it is your responsibility to comply by COSHH. • Understand the importance of adhering to company policy with reference to Hazard spotting, first aid reporting, and reporting accidents. • To have a complete understanding of Restaurant and Company procedure in the event of a fire. • To ensure the Company Health and Safety, Food Safety and COSHH legislation are adhered to; this will involve action and appropriate training. • Ensure security for both self and all departments. |
| <p>To ensure that Learning and Development is undertaken to enable you to fulfil your job role.</p> | <ul style="list-style-type: none"> • Attend Restaurant and departmental induction. • Complete relevant workbooks • Complete Fact Files • Attend Job chats and Performance Reviews • Development through NVQ training • Being a Buddy for new starters. |