



Job profile

Job title	Kitchen Assistant (Porter)
Department	Kitchen
Responsible to	Head Porter
Responsible for	N/A
Main purpose of job	<p>To maintain a reliable and constant supply of clean, dry and polished crockery and cutlery. To maintain and clean all kitchen, utensils and kitchen equipment as per daily and weekly cleaning schedules.</p> <p>To keep all working and public areas, clean and tidy as to adhere to all current health and safety legislations.</p>

Main duties and responsibilities

1 Operations

- Always trying to minimise breakages and losses
- Adhere to opening and closing procedures
- Correct and proper set up of stocked areas at all times
- To follow all kitchen cleaning rotas on a am/pm daily routine as displayed in all areas of the kitchens
- Washing and drying of cutlery, crockery and table trays, which if need be, washed and dried manually
- To ensure that items which are sent to be recycled, are disposed of in the correct areas and in correct bags and containers provided
- The removal of daily rubbish at times stated on a am/pm programme and placed in the correct areas and waste bins provided
- Storage of dry goods to be correctly stored and using a stock rota system on the advice of the Head Chef and Sous Chef
- Removal of packaging from dry goods area and cleaning of after each delivery

2 Customer Service

- Build a strong working relationship with the front of house team and kitchen team
- Always support and maintain the Café in the Crypt brand standards
- Maintaining an organised and clean environment for all kitchen areas

3 Health & Safety

- Practice good health and safety procedures at all times, point out to senior staff any operational problems which may interfere with their work
- Maintain a high level of cleanliness in your immediate working area and strictly adhere to cleaning rota schedule
- Be able to use and clean all machinery in use in accordance with manufacturers guidelines

4 General

- To attend department and general meetings
- Undertake any reasonable tasks requested by management

5 Performance and personal development

- Build a strong working relationship with the front of house team
- Participate and support flexible rostering
- Attend all department, Whole Site and general meetings
- Be aware of staff value statements and goals and always work towards them

6 This is not an exhaustive description of the duties. Aspects will change over time and the jobholder is expected to contribute to the role's development and progression.

Nature and scope of the job

The Café in the Crypt is an amazing venue in the heart of London which offers great value, freshly cooked food, a unique venue for entertaining and the Les Routiers seal of approval, as well as a TripAdvisor Certificate of Excellence.

The Café is open every day (except for Christmas day and Boxing Day), generally from 10.00 to 21.00 serving a range of breakfasts, lunches, dinners and afternoon tea. On top of this, the Café is host to a weekly Jazz night and many daytime and evening events, functions and conferences. Our seasonal Café in the Courtyard gives our customers the opportunity to sit, eat and enjoy the tranquil outside space at the heart of central London.

This is an interesting and varied role, for an organised and passionate team player who has a key role in supporting the output of the Café and maintaining high standards and level of service.

Your development is important to us and objectives are set at your appraisal or one-to-one meetings and will assist you in your development within your role.

Knowledge, skills and abilities

To be effective in this role you will need to demonstrate knowledge of the following, including formal training where appropriate:

- Experience of working in a busy, customer orientated environment
- An understanding of working in a supportive role with a catering environment
- A knowledge of Health & Safety, practising procedures at all times
- Ability to maintain consistently high standards
- Excellent communication and interpersonal skills
- Ability to work as part of a team
- Ability to work independently and follow instruction
- Excellent customer service skills

On top of this you will need to have:

- Sound, solid and consistent work ethic
- Organised and methodical approach
- The right attitude!

Signed by employee:

Signed by manager:

Date:

Date: