

## **KITCHEN PORTER**

Under the general guidance and supervision of the Executive & Head Chefs, the Kitchen Porter will assist in the washing and cleaning of all crockery, cutlery & kitchen utensils as well as carry out essential additional cleaning duties as deemed appropriate by the Department Head.

It is anticipated that the position of Kitchen Porter will be undertaken over five working days out of seven and that a maximum working week should be 40 hours. A flexible approach to work is required as the Company operates a variety of shift patterns to suit the needs and demands of the business as well as the operational; efficiency of the kitchen. Additional hours of work and days of availability may be required during peak times and to cover staff shortage or sickness.

### **Duties and Responsibilities**

- Washing of all crockery, cutlery, kitchen utensils for the kitchen and restaurant ensuring everything is cleaned to a high standard and stored correctly.
- Ensure that the Pot wash area and surrounding corridors are kept clean and tidy at all times and that effective cleaning practices are undertaken daily.
- Assist the kitchen team by checking deliveries and putting them away for both the kitchen and restaurant
- Assist the kitchen team, when required, in the preparation of vegetables
- Report any equipment on the section which needs repair or maintenance
- Establish and maintain effective employee relations.
- Inform on a daily basis the Department head on all relevant information on operational matters
- Undertake any relevant staff training deemed appropriate
- Undertake any other duties deemed appropriate by the Executive, Head or Sous Chefs