

## Kitchen Porter

### Job Description

The Kitchen Porter will have the responsibility of providing amazing support to the kitchen in the newly established Park Cafe Heavitree located within Heavitree Pleasure Ground. You will need to be fun, hardworking and determined to provide the best customer experience possible, ensuring that each and every customer of the Park Cafe Heavitree is treated with warmth and happiness, and served with a smile.

Salary - Competitive hourly rate.

Hours per week - full time or part time shift work to cover weekdays, weekends and the occasional evening, to ensure full cover across our opening hours.

Reports to – Park Cafe Heavitree Cafe Manager.

### Main Duties of the Role

- Ensure a smooth and efficient level of support to the kitchen team
- Assisting with basic food preparation, as and when required
- Operate a high level of health and safety (food hygiene and cleanliness) throughout all kitchen areas (washing up, cleaning and clearing all kitchen surfaces)
- Unloading and putting away stock from deliveries
- Deep cleaning duties for store room and kitchen areas
- Support the safe and secure operation of the building
- Assist with the procedure of opening and closing the Park Cafe Heavitree (including basic kitchen set up and preparations for opening and emptying bins, sweeping and mopping floors on closure for example)
- Provide and manage a warm, welcoming and inclusive kitchen environment
- Help the cafe team in providing a space where all sectors of the community can come together and meet

## Person Specification

All are essential, unless marked with a (D) for desirable.

### Qualifications and Training

- Good standard of education
- Level 1 Food Safety Award
- Level 2 Food Safety Award (D)
- Manual Handling Training (D)
- Basic Food Hygiene training or Food Hygiene certificate at level 1 (there will be an opportunity to gain this qualification if required). (D)
- First Aid at work certificate (D)

### Experience of

- a customer focussed service within a hospitality setting
- a busy and demanding commercial kitchen service
- using all kitchen equipment safely and an awareness of Control of Substances Hazardous to Health regulations (COSHH) and general chemical safety
- safe manual handling techniques
- completing relevant daily and weekly kitchen checks

### Skills

- Passionate about providing an amazing support to the kitchen team
- A fantastic team player with the ability to have fun at work
- Excellent communication skills
- Basic knowledge of food preparation
- Understanding of commercial kitchen equipment and how to clean those items proficiently
- Good knowledge of kitchen safety
- Good knowledge of food hygiene practices
- Good level of numeracy skills
- Enthusiastic and demonstrable positive attitude
- Outstanding organisational skills and attention to detail and accuracy
- Punctual and reliable
- Able to work in a small team as well as on own initiative
- A desire to develop skills and knowledge of the hospitality industry
- Adaptability to change and embrace new ideas and procedures - and a confidence to suggest ways of improving customer service levels
- Able to prioritise tasks and multi-task to deliver efficient and consistent customer service levels under a pressurised cafe environment