



## Job Specification

**Position:** Kitchen Porter

**Reports to:** Head Chef

**Works alongside:** Kitchen staff

**Job Purpose:** Responsible for providing operational support to the kitchen staff; working collaboratively with a proactive approach to supporting the team with their daily duties.

### Job Duties:

- Support the team and take direction from the Executive and Head Chefs and wider kitchen team
- Ensure equipment and utensils are cleaned and accessible for the kitchen staff
- Work productively to reduce the build-up of soiled crockery and cutlery; ensuring items are washed according to their individual requirements using a dishwasher or washing by hand
- Support the kitchen team in the preparation of food ready for service; this includes chopping, daily collection/recording temperatures and storage of food deliveries
- Comply with Food & Hygiene requirements in the preparation, storage and “use by” dates; noting wastage and/or any suspected contaminated produce. Ensure issues and concerns are appropriately reported and/or resolved.
- Replace HACCP sheets daily
- Ensure proper use of chemicals in the kitchens ensuring COSHH is adhered to at all times
- Ensure cleaning schedules are filled out and filed appropriately
- Appropriately and immediately report any pest issues
- Ensure a clean and tidy workspace; making sure equipment is kept clean and notify the Head Chef of any damaged items or replacements needed
- Leave the work space clean and tidy at the end of each shift; ready for the next staff members to use it
- Take in deliveries and report arrivals to the Head Chef/Sous Chef/Executive Head Chef or the wider team as appropriate. Ensure concerns and queries are properly reported, addressed and followed-up.
- Supporting the Head Chef and wider team with any additional duties or specific events as and when required from time to time



#### Requirements:

- Able to remain calm under pressure; ensuring food is prepared in a timely and efficient manner and soiled crockery/utensils/equipment are cleaned and returned ready for service
- Able to take direction from the Executive and Head Chefs, Sous Chef and support team members upon request, often multi-tasking
- Team player
- Ability to follow detailed instructions

#### Desirable:

- Experience of working in a busy Restaurant setting
- Previous experience in a food preparation and presentation environment
- Food Hygiene qualifications

This job description describes The Waterfront's current thinking as to the role, responsibilities and the likely key duties and tasks of the profiled role. Please note, accordingly, this job description is intended to be forward thinking and indicative rather than final and exhaustive. In particular, the role may include additional and supplementary duties and tasks. Equally as this and other role profiles are developed and evolve, certain duties and tasks listed may be updated or removed, although The Waterfront will endeavour to keep substantial changes to a minimum and to promptly update this job description to take account of such developments.

#### Job benefits:

- Competitive salary/rates
- Tips
- Company pension
- Discounted or free food
- Flexible schedule
- On-site parking
- Company events

To apply for this role, please email your covering letter and CV to:

[manager@the-waterfront.co.uk](mailto:manager@the-waterfront.co.uk)

