

Sheffield Media and Exhibition Centre Limited

Showroom Work Station

Job Profile

Job title:	Kitchen Porter
Responsible to:	Food and Beverage Manager/Assistant Kitchen Manager
Rate of Pay:	£10 per hour (18-20 years, in accordance with current National Minimum Wage) or £12.21 (21 years and over, in accordance with current National Living Wage)
Contracted hours:	16 hours per week. Rota is set over a 7-day week, Sunday to Saturday, to include evenings and weekends. Shifts usually are from 11am or 5pm and are approximately 5-6 hours long.
Annual Leave:	29 days (including pro-rata'd bank holidays) per year, pro-rata'd to contracted hours (holiday year runs from 1 st April – 31 st March)

Purpose of Post:

To maintain a clean and tidy kitchen and associated areas, to wash pots and kitchen utensils and to operate a dish washer, in accordance with current hygiene, Control of Substances Hazardous to Health (COSHH) and fire and safety legislation.

Duties:

- To wash crockery, cutlery, pots, etc. as directed.
- To ensure that all the kitchen areas are kept clean and tidy, and to complete and sign off all relevant daily and weekly cleaning jobs as per schedules and to complete all tasks to the required standard.
- To perform other cleaning duties outside of the kitchen as requested, including periodic deep cleaning as directed.
- At the end of evening shift ensure that the close down procedure has been completed to agreed standard.
- To be proactive and to use initiative during periods when all jobs are completed.
- To report any equipment faults, and also ensure that any cleaning equipment, personal protective equipment or chemicals requirements are reported, to the Food and Beverage Manager/Assistant Kitchen Manager or Duty Management Team immediately or before the end of the shift.
- To carry out basic food preparation duties to support the needs of the Kitchen team, as requested.
- To work and contribute to the success of the business as a key member of the back of house team in the kitchen.
- To operate within the current hygiene, Control of Substances Hazardous to Health (COSHH), fire and safety legislation.
- To communicate effectively and appropriately with all staff and customers.
- To observe the Showroom Work Station's equality and diversity policies at all times.

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These duties and responsibilities should not be regarded as exclusive nor exhaustive, as the post holder may be required to undertake other reasonably determined duties within the Showroom Work Station commensurate with the grading of the post.

Personnel Specification

ESSENTIAL:

- Experience of working in a food or cleaning operation where speed and flexibility of service are key.
- Diligence and a strong work ethic to maintain the cleanliness of the station to assist in the service of food.
- Capable of working in a busy environment and unsociable hours when required.
- Personal presentation to be clean and respectable.
- Impeccable time keeping.
- Due diligence and honesty with regard to security, money and stock.

DESIRABLE:

- Level 2 food safety in catering.
- A current First Aid Qualification.
- Knowledge of Control of Substances Hazardous to Health (COSHH).
- Willingness to undergo further training and to advance personal skills.